



City of Colleyville City Council Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Tuesday, July 16, 2013

City Council Chambers

**PRE COUNCIL MEETING
EXECUTIVE SESSION
5:30 P.M.
EXECUTIVE CONFERENCE ROOM
THIRD FLOOR**

CALL TO ORDER

- PC-1** Presentation of the Classification and Compensation Study results and recommendations
- PC-2** Presentation and update on fees and charges
- PC-3** Discussion of a future worksession regarding sidewalks
- PC-4** Presentation of the Monthly Financial Report - June 2013
- PC-5** Discussion of the July 16, 2013, City Council regular agenda items

1. EXECUTIVE SESSION - In accordance with Texas Government Code Chapter 551, Subchapter D

Section 551.071 - Legal - Consultation with attorney on legal issues raised by public hearing or action items on the agenda

Section 551.071 - Legal - Advice from the City Attorney regarding drainage

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

**RESUME REGULAR MEETING
7:30 P.M.
CITY COUNCIL CHAMBERS**

INVOCATION: Pastor Cameron Veaze, Colleyville Assembly of God

PLEDGE OF ALLEGIANCE: City Attorney Matthew Boyle

- 2. EXECUTIVE SESSION: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION**
- Resolution R-13-3652

- 3. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**
Announcements of civic and charitable events
Presentation of calendar events and updates
Announcements of awards and recognition

In recognition of Colleyville's featured business - Luke's Locker, 5505 Colleyville Boulevard, Suite 102 - Mark Murphy and Paul Hudson - Mayor David Kelly and Economic Development Director Marty Wieder

Donation to Special Olympics Texas from the Old Tyme BBQ event - Mayor David Kelly and Captain Robert Hinton

- 4. CONSENT: READING AND PUBLIC HEARING - Resolution R-13-3653**
 - 4a** Approval of the minutes of the City Council Worksession of June 26, 2013
 - 4b** Approval of the minutes of the regular City Council meeting of July 2, 2013
 - 4c** Approval of bid award for medical and dental insurance to Blue Cross Blue Shield and third-party administration of the flexible spending account and health reimbursement account to Total Administrative Services Corporation, and authorize the city manager to execute the agreement

- 5. ORDINANCE(S): SECOND READING AND PUBLIC HEARING**
 - 5a Ordinance O-13-1880**
Consideration for a zoning change from R40-Single Family Residential to R20-Single Family Residential on 10.2 acres on Lot 1, Block 1, of the Stajduhar Addition located at 816 W. L.D. Lockett Road, Case ZC13-006

6. RESOLUTION(S): READING AND PUBLIC HEARING**6a Resolution R-13-3654**

Consideration of a request for a sidewalk appeal on Lot 6B, Block 1, Pleasant Oaks Estate Addition located at 800 Beverly Drive, Case GC13-009

7. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA**8. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR JULY 16, 2013 - Reading and Public Hearing - Resolution R-13-3655****9. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, July 12, 2013, by 5:00 p.m.

Amy Shelley
City Secretary

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1133, and reasonable accommodations will be made to assist you.



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number PC-1

Agenda Date 07/16/2013

Type Pre Council

Department Human Resources

Title

Presentation of the Classification and Compensation Study results and recommendations

Explanation

This presentation provides the recommendations related to the new job classification structure, the results of the market compensation and benefits analysis, and the recommended pay structures for the City's employees.

Background

Included in the Fiscal Year 2013 (FY 2013) budget were funds to conduct a comprehensive job classification and compensation study. The last comprehensive job classification and compensation study was conducted in FY 2006. During the March 19, 2013 Pre Council meeting, staff obtained the City Council's direction regarding compensation philosophy and strategy to proceed with the completion of the study (Attachment A).

Fox Lawson & Associates (FLA) was engaged to conduct a review of the City's classification and compensation/benefits systems and make recommendations regarding job structure and individual position allocations; current state of compensation and benefits; market competitiveness of specific employee benchmarks; benefits and costs associated with recommendations; implementation and transition options; and, pay practices, policies and overall compensation program.

Study objectives included compensation levels reflective of multiple and varied labor markets covering City jobs, including both public and private sector information, with pay grade midpoints reflective of the 50th percentile of the relevant labor markets; development of a pay structure where the midpoint is reflective of the defined labor market rates of pay; and classifications placed in the salary structure based on their respective internal equity ratings and market data results.

The approach of the study is consistent with compensation philosophy presented to the City Council at the Pre Council meeting on March 19, 2013 (Attachment A). This philosophy includes broad job classes to facilitate flexibility and simplification; internal equity measured using the Decision Band™ Method (DBM) system; consideration of total compensation including benefits; and market parity assessed at the market 50th percentile.

Existing job descriptions were collected and reviewed. Employees completed a Position Description Questionnaire (PDQ) to describe their current work. A classification structure was developed that consolidated and summarized jobs based on the type and level of work currently performed. Job descriptions were developed utilizing information obtained from PDQs, and then jobs were evaluated by using the DBM system. The DBM system is based on the decision-making requirements of the job, and addresses internal equity, leadership responsibilities, job difficulty, and job complexity. The proposed job classification structure below decreases the existing narrow job classifications from approximately 100 to 28 broad job classifications:

Classification Structure	Job Classifications	DBM Rating
Administrative Support	Administrative Support Assistant	A13
	Administrative Support Technician	B22
	Administrative Support Specialist	B23-B24
	Administrative Support Coordinator	B25
Fire	Firefighter	B21-B22
	Fire Engineer	B24
	Fire Captain	C41
	Fire Battalion Chief	C45/C52
Library	Library Clerk	A12
	Library Assistant	B22
	Librarian	C41-C42
Maintenance & Operations	M&O Technician	A12-A13
	M&O Specialist	B22-B23
	M&O Supervisor	B31
	M&O Projects Specialist	B24-B25
	M&O Project Manager	C43
Management	Manager	D61-D62
	Director	E81-E83
	Assistant City Manager	E91
	City Manager	F101
Management-Program Support	Management Specialist	B24
	Management Analyst	C41
	Management Analyst Senior	C42
Police	Code Enforcement Officer	B21
	Police Officer	B22-B23
	Police Sergeant	B32
	Police Lieutenant	C42
	Police Captain	D62

Salary and benefits data was obtained for 45 benchmark jobs. Published survey data from 15 sources was utilized to make comparisons with the private sector, and a customized survey was sent to 23 Texas towns and cities to make comparisons with the public sector. The results are as follows and also included in the final report (Attachment B).

Results related to aggregate comparison to the 50th percentile of the market for non-sworn positions, actual base salary compared to actual market rates of pay lag the market by 5.3%, and the current range midpoints lag the actual market rates of pay by 2.6%.

For sworn fire positions, actual base salary compared to the actual market rates of pay lag the market significantly, by 13.4%, and the current range midpoints lag market rates of pay by 1.1%.

For sworn police positions, actual base salary compared to the actual market rates of pay lag the market by 0.7%, and the current range midpoints are ahead of the actual market rates of pay by 0.2%.

Summary of salary data comparisons

Overall, for positions where private sector data was available, the City's current midpoints lag actual private sector pay by 10.5%. The City's current midpoints lag actual public sector pay by 1.6%. When public and private data are combined, the City's current midpoints lag the overall market by 2.6%.

Salary Width and Range Recommendations

The non-sworn pay structure width is recommended to be expanded from 35% to 40% for entry-level positions and up to 60% for management positions consistent with the market. Sworn pay structures are recommended with variable range spreads by level consistent with the market, as follows:

Proposed Pay Structure (Non-Sworn)

DBM Rating	Minimum	Midpoint	Maximum	Range Spread
A11	\$ 23,750	\$ 28,500	\$ 33,250	40%
A12	\$ 25,413	\$ 30,495	\$ 35,578	40%
A13	\$ 28,462	\$ 34,154	\$ 39,847	40%
B21	\$ 30,056	\$ 37,570	\$ 45,084	50%
B22	\$ 32,160	\$ 40,200	\$ 48,240	50%
B23	\$ 34,641	\$ 43,301	\$ 51,961	50%
B24/B31	\$ 37,977	\$ 47,471	\$ 56,965	50%
B25/B32	\$ 41,303	\$ 51,629	\$ 61,954	50%
C41	\$ 47,965	\$ 59,956	\$ 71,947	50%
C42	\$ 51,291	\$ 64,114	\$ 76,936	50%
C43	\$ 54,617	\$ 68,271	\$ 81,925	50%
C44/C51	\$ 57,953	\$ 72,441	\$ 86,929	50%

C45/C52	\$ 61,279	\$ 76,599	\$ 91,918	50%
D61	\$ 65,328	\$ 84,926	\$104,524	60%
D62	\$ 68,526	\$ 89,084	\$109,641	60%
D63	\$ 71,724	\$ 93,241	\$114,758	60%
E81	\$ 84,535	\$109,896	\$135,257	60%
E82	\$ 88,762	\$115,391	\$142,019	60%
E83	\$ 93,200	\$121,160	\$149,120	60%
E91	\$ 97,860	\$127,218	\$156,576	60%
F101	\$107,646	\$139,940	\$172,234	60%

Proposed Sworn Police Pay Structure

	DBM Rating	Minimum	Midpoint	Maximum	Range Spread
Police Officer Recruit	B22	\$46,432	\$ 53,861	\$ 61,290	32%
Police Officer	B23	\$50,959	\$ 59,113	\$ 67,266	32%
Police Sergeant	B32	\$64,475	\$ 69,633	\$ 74,791	16%
Police Lieutenant	C42	\$80,193	\$ 85,405	\$ 90,618	13%
Police Captain	D62	\$89,935	\$101,177	\$112,419	25%

Proposed Sworn Fire Pay Structure

	DBM Rating	Minimum	Midpoint	Maximum	Range Spread
Firefighter/ EMT	B21	\$46,317	\$52,338	\$58,359	26%
Firefighter/ Paramedic	B22	\$48,975	\$55,342	\$61,708	26%
Fire Engineer	B24	\$56,034	\$61,358	\$66,681	19%
Fire Captain	C41	\$65,467	\$70,377	\$75,287	15%
Fire Battalion Chief	C45/C52	\$73,244	\$82,400	\$91,555	25%

Cost associated with proposed pay structures

The cost to bring all positions to the minimum of the proposed pay ranges is approximately \$193,357, or 1.9% of payroll. Of this amount, approximately \$173,059 would come from the General Fund. This action would provide a pay increase ranging from 0.1% to 26% for 84 out of 199 employees. The cost to maintain all positions

relative to their current position in the proposed pay ranges is approximately \$610,349, or 6.1% of payroll. Of this amount, approximately \$534,911 would come from the General Fund. This action would provide a pay increase ranging from 0.1% to 34% for 170 out of 199 employees.

Other implementation options are available, assuming all employees, whose current rate of pay is below the proposed minimum, are brought to the minimum of the proposed pay range. These include:

- Provide a flat percentage increase for employees currently within the range based on current position within the range. For example, provide a certain percentage increase for those employees in the first quartile, second quartile, third quartile, and fourth quartile.
- Implement a percentage of the cost to maintain relative position in proposed range. For example, implement at 75% instead of 100%.
- Implement a multi-year approach, not to exceed 2 years. For example, implement 70% the first year and 30% the second year.

Summary of benefits comparisons

The City is on par with the comparator market regarding variable pay; retirement contributions; holiday, personal, and bereavement leave; leave carry-over; flexible benefit offerings; and wellness programming.

The City slightly lags the market related to vacation and sick leave; medical and vision premium contribution; and lags the market related to life insurance coverage.

Overall, the City's benefit offerings are considered close to market and competitive. No changes to City benefits are recommended at this time.

The overall job classification and compensation study report has been prepared by FLA and is attached to this briefing (Attachment B).

Attachments

1. Compensation Philosophy and Strategy - Attachment A
2. Classification and Compensation Study Final Report - Attachment B
3. Classification and Compensation Study Presentation

Attachment A

CITY OF COLLEYVILLE COMPENSATION PHILOSOPHY & STRATEGY Proposed to Begin Fiscal Year 2014

PURPOSE

- The City of Colleyville (City) values its employees as the key to providing efficient, effective, responsive and creative public services.
- The purpose of a compensation system is to support the recruitment, **motivation** and retention of well-qualified employees. In order to obtain and maintain taxpayer support, the compensation system should be fiscally sound and cost effective while supporting the employees of the City by encouraging them to be responsive to customers/taxpayers.
- The compensation system shall be administered in an efficient, cost effective, responsive, fair and equitable manner to meet the needs of all stakeholders including elected officials, managers, employees and citizens of the City.

GOAL 1 – ORGANIZE THE WORK

To provide for a simplified flexible classification system that defines the general scope and complexity of the work required. The classification system will also facilitate internal equity across all jobs within all departments of the City.

Objective 1 – Broad Class Structure

To establish a classification structure that reflects meaningful and measurable differences in the level of work within each occupational group but maintains the flexibility necessary for employee growth and efficient management.

Strategies – Broadly Defined Classes

- The classification system will consist of broadly defined classes that reflect the essential duties and responsibilities performed by incumbents in each class. This approach will facilitate flexibility in the assignment of duties to individual employees within the job classification.
- Where practical and feasible within each occupational group, there will be an opportunity for career advancement opportunities. The differences in job levels will be clearly defined and defensible.

Objective 2 – Classification Structure

The classification plan will meet the current needs of the departments while providing maximum flexibility to manage and organize the work in a changing environment.

Attachment A

CITY OF COLLEYVILLE COMPENSATION PHILOSOPHY & STRATEGY Proposed to Begin Fiscal Year 2014

	Strategies – Classification System Maintenance
	▪ The existing classification system will <u>be reviewed to identify current requirements</u> that may inhibit management flexibility. Recommendations will be made to make the system consistent with the City's goals and objectives and will position the City to be responsive to change. ▪ The <u>class specifications</u>, including the statements of essential duties, minimum qualifications, and physical requirements, will be written to reflect the current needs of the City. The goal is to ensure that new hires are qualified and capable of performing the work required. Incumbents who currently do not meet the minimum qualifications will be grandfathered into their current classes. However, any incumbent not meeting the new minimum requirements will be required to acquire the applicable knowledge and/or skills within a reasonable time period so that they will be qualified for their job. Otherwise, the employee may apply for vacant positions elsewhere in the City, or other positions external to the City, for which they qualify.
	Objective 3 – Reclassification of Jobs
	The reclassification process will be administered by the Human Resources Department in an efficient, cost effective, responsive, fair, and equitable manner to meet the needs of both the City and its employees. Because the City has adopted the concept of broad job classifications, the number of reclassifications should be minimal since the differences between classifications will be clearly defined.
	Strategies – Reclassification Process
	▪ Timetables will be established which will set the time the reclassifications will be reviewed and acted upon. ▪ Responsibilities for each step of the reclassification process will be established to include the employee, department head, and the Human Resources Department. ▪ Employees will be notified in writing of the results of the reclassification process and the reasons for approval or denial. ▪ Employees who are reclassified will not receive any adjustment in their base compensation unless the salary range for the class into which they are reclassified has a minimum salary that exceeds the employee's current salary. Reclassification should not be used to circumvent promotions into a higher job classification.
	Objective 4 – Creation of New Jobs
	The classification system will be responsive to organizational and environmental change through the creation of new classes and redefinition of job responsibilities as defined by the City and its departments.

Attachment A

CITY OF COLLEYVILLE COMPENSATION PHILOSOPHY & STRATEGY Proposed to Begin Fiscal Year 2014

	Strategies – New Job Development Process
	▪ The <u>class specifications will be reviewed</u> by the departments on an <u>annual basis</u> to ensure they meet current needs. The Human Resources Department will facilitate the review process. ▪ The Human Resources Department will <u>respond to department requests for individual reclassification</u>, and will assist with the revision of class specifications and development of new class specifications within the broad class concept, as necessary to meet the on-going operational requirements of the City.
GOAL 2 – DISTRIBUTE PAY	
The compensation system should reflect economic conditions of the various occupational labor markets in which the City competes. The system should also reward employees who perform at above-standard levels within their respective job class.	
	Objective 1 – Compensation Levels
	Compensation levels should reflect the multiple labor markets (both public sector and private sector) in which the City competes. The value of compensation offered to City employees shall be consistent with the value of compensation offered by employers with whom the City must compete within both the public and the private sectors.
	Strategies – Executive Level Classes
	▪ For FLSA exempt classes and jobs that are most commonly found in the public sector, the labor market should include the various government entities within Texas. The jurisdictions and organizations should be similar in size and character and perform a similar range of services as the City. Salary comparisons shall reflect the cost of labor differences for each geographic location.
	Strategies – All Other Classes
	▪ For FLSA non-exempt classes, the labor market should include public and private sector employers in the Dallas/Fort Worth metropolitan area that are of a similar size and complexity to the City and/or with whom the City competes for such employees.
	Objective 2 – Market Parity
	Pay grade midpoints should approximate the actual average salaries paid to positions in the relevant labor market(s) as reported in salary survey and market pricing results. Pay range minimums and maximums should be established from survey/market pricing results to provide for market parity within the pay structures.

Attachment A

CITY OF COLLEYVILLE COMPENSATION PHILOSOPHY & STRATEGY Proposed to Begin Fiscal Year 2014

	Strategies – Range Spans
	▪ The salary structure should provide sufficient breadth with range spans based on the level of the job classification and market information. Typically, salary ranges for lower level jobs are narrower than for upper level jobs. For example, defined jobs within an organization might have a maximum salary that is only 20% to 25% greater than the salary range minimum for the job class. For executive level jobs, the salary range maximum may be as much as 75% to 90% greater than the minimum of the salary range for the class. This range spread at higher levels in the organization reflects a variety of factors including a longer learning curve, greater consequence of error, the cost of recruitment and training, and increasing value to the organization over time. As class structures become broader to accommodate simplification and flexibility, broader salary ranges will have higher maximum rates of pay than with a narrow structure.
	Strategies – Depth of Range Progression
	▪ The salary structure should provide sufficient depth to achieve midpoint progression between salary ranges of five to ten percent. (This is the percentage difference in salary range midpoints from one level or salary grade to the next.) The salary structure is based on a multiple regression model using salary survey results. (Most regression models exclude outliers that exceed two standard deviations from the norm.)
	Strategies – Process for Salary Progression
	▪ The length of time for progression within the salary range should increase as jobs move up the salary grade structure. Progression within the salary range should be based on proficient or competent performance up to the 50th percentile or job rate of the established salary range. Progression above the job rate of the salary range shall be based on performance that is above proficient and should be tied to the performance management process. Compensation above the job rate will be performance based and may be added to base compensation or may be granted as a one-time bonus.
	Strategies – Job Rate Percentile
	▪ Each classification should have a job rate (midpoint) set at a percentage of the actual average salary paid incumbents occupying like positions in the relevant labor market. The job rate shall approximate the 50th percentile or the median of pay for like positions in the labor market.
	Strategies – Hiring Range
	▪ The hiring range is from the range minimum for minimally acceptable qualified candidates to the job rate (middle of the salary range) for exceptionally well qualified candidates. Appointment above the mid-point will require the approval of the City Manager.



Fox Lawson & Associates
a Division of Gallagher Benefit Services, Inc.
Compensation and Human Resources Specialists

City of Colleyville, TX

Compensation Study

Final Report
July 2013



Gallagher Benefit Services, Inc.
t h i n k i n g a h e a d

Table of Contents

- Study Background
- Survey Methodology
- Summary of Salary Data Comparisons
- Summary of Benefits Data
- Administrative Recommendations
- Attachments
 - Benchmark Summary Sheets
 - Implementation Cost Analysis

Study Background

- Fox Lawson & Associates was engaged to perform a review of job classification, compensation and benefits for the City of Colleyville and make recommendations regarding:
 - Job structure and individual position allocations;
 - Current state of compensation and benefits;
 - Market competitiveness of specific employee benchmarks;
 - Benefits and costs associated with recommendations;
 - Implementation and transition options; and,
 - Pay practices, policies and overall compensation program.
- The major consideration of the City is to establish market comparisons to the current level of compensation paid to all City job classifications.
- The following items were provided by the City to facilitate the study:
 - Organization materials;
 - Current job descriptions; and
 - Current compensation and pay structure information for employees.

Study Background

- Compensation and classification objectives were identified and include:
 - Compensation levels reflective of multiple and varied labor markets covering City jobs, including both public and private sector information, with pay grade midpoints reflective of the 50th percentile of the relevant labor markets:
 - Non-exempt positions compared to other public and private sector organizations in the Dallas-Fort Worth metropolitan area of similar size and complexity;
 - Exempt level positions compared to similar-sized cities and other public sector organizations throughout Texas;
 - Compensation will be viewed from a total compensation perspective, including base pay, employee benefits and applicable variable compensation.
 - Development of a pay structure where the midpoint is reflective of the defined labor market rates of pay.
 - Classifications will be placed in the salary structure based on their respective DBM rating and market data results.

City Compensation Philosophy

- Broad job classifications will be utilized to facilitate simplification and flexibility.
- Internal equity job evaluation approach (DBTMM) consistent with broad class concept.
- A total compensation approach, including benefits, will be taken into consideration.
- Market parity will be assessed at the market 50th percentile.
 - Exempt classes and jobs that are most commonly found in the public sector, the labor market will include the various government entities within Texas that are similar in size and character and perform a similar range of services as the City. Private sector compensation will also be considered for those jobs that are not exclusively found in the public sector (e.g. HR, IT, etc.)
 - Non-exempt classes will be compared to public and private sector employers in the Dallas/Fort Worth metropolitan area that are of a similar size and complexity to the City and/or with whom the City competes for such employees.

Summary of Job Analysis

- Existing job descriptions were collected and reviewed.
- Employees completed Position Description Questionnaires (PDQs) to describe the work they are currently performing.
- A classification structure was developed that consolidated and summarized jobs based on the type and level of work currently performed.
- Jobs within the proposed structure were evaluated utilizing the Decision Band™ Method (DBM).

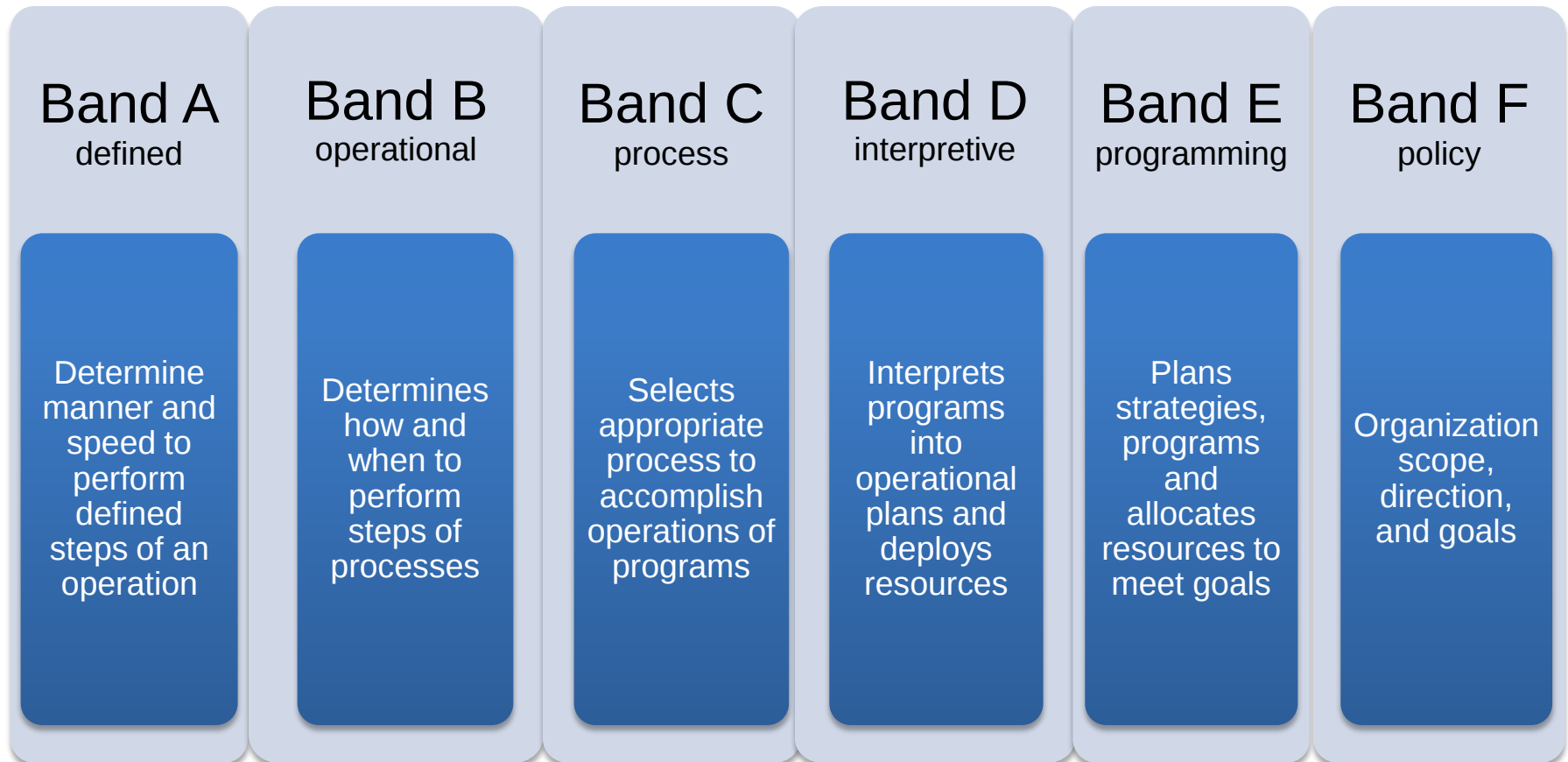
Decision Band™ Method

- The value of a job should reflect the importance of the job to the organization.
- The importance of a job is directly related to the decision-making requirements of the job.
- Decision-making is common to all jobs.
- Decision-making is measurable.

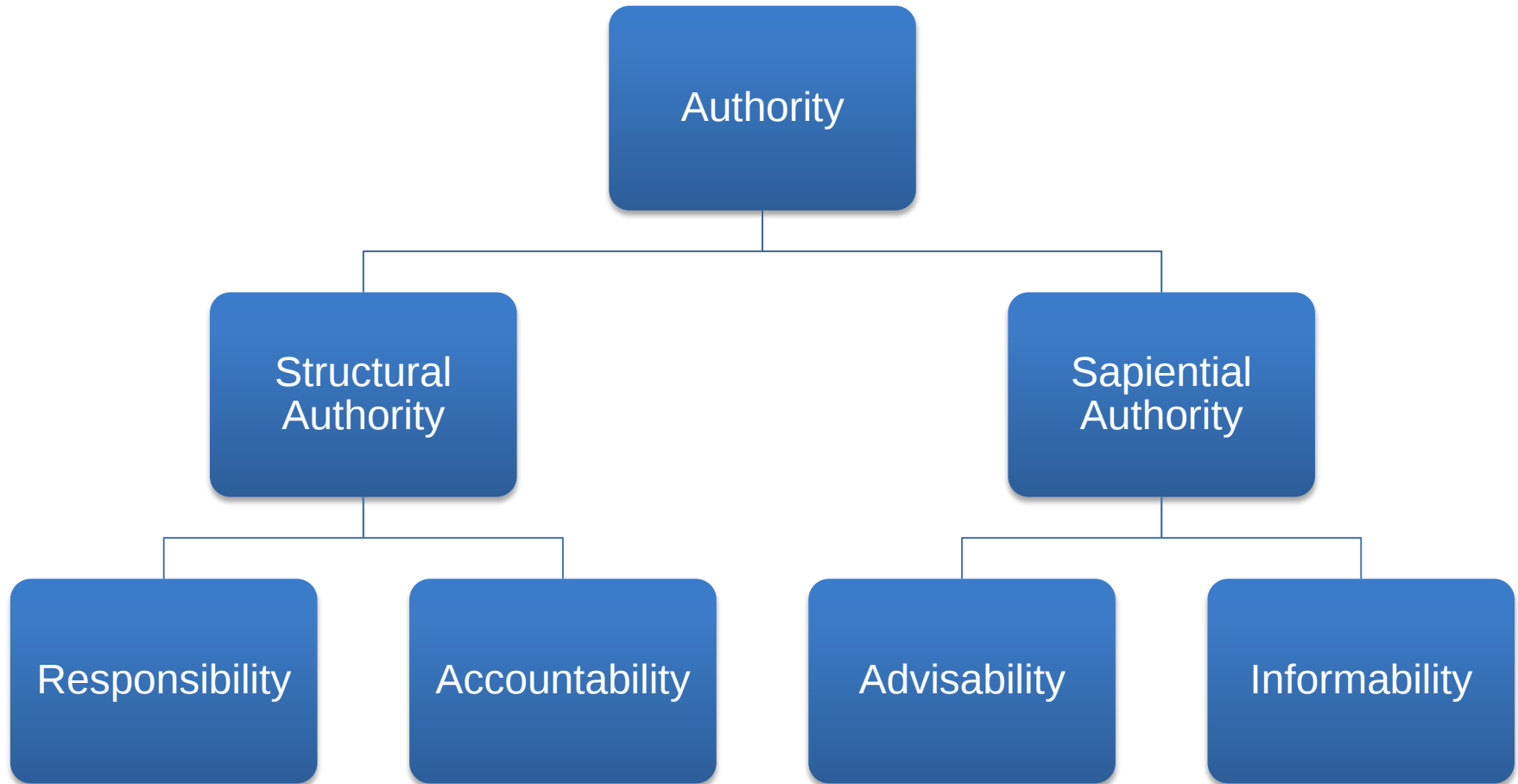
Decision Band™ Method

- DBM ratings address internal equity and supports development of pay structures.
- Decision bands within DBM include:
 - Band F – Top Level Policy Decisions
 - Band E – Programming Decisions
 - Band D – Interpretive Decisions
 - Band C – Process Decisions
 - Band B – Operational Decisions
 - Band A – Defined Decisions
- Bands are further subdivided into “grades” based on leadership responsibilities and “subgrades” based on areas such as difficulty and complexity.

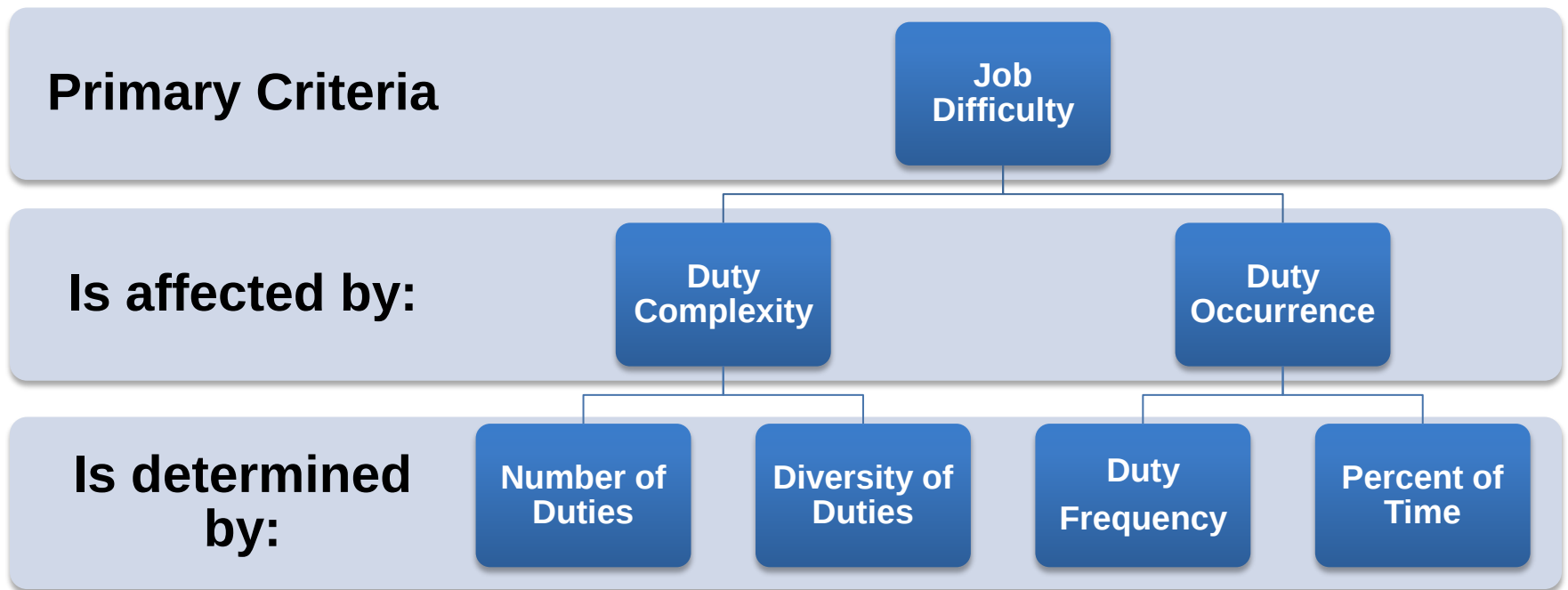
DBM Step 1 - Bands



DBM Step 2 - Grade

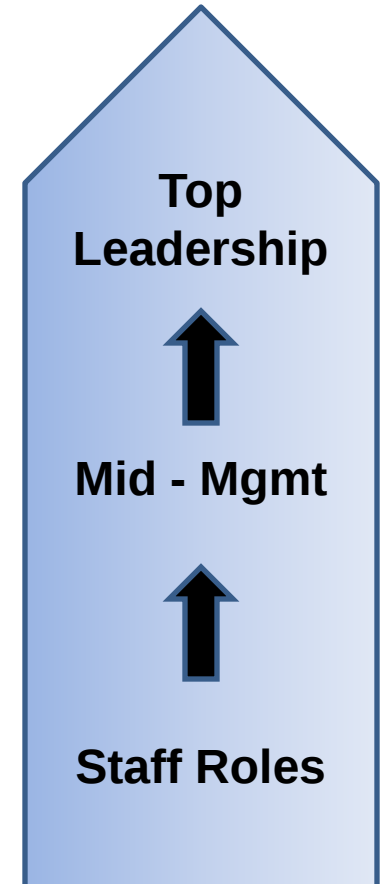


DBM Step 3 - Subgrade



DBM Structure

BAND	GRADE	SUBGRADE
F - Policy	11 – Coordinating/Supervisory	2(5)
		1(4)
	10 - Non-coordinating	3
		2
		1
E - Programming	9 – Coordinating/Supervisory	2(5)
		1(4)
	8 - Non-coordinating	3
		2
		1
D - Interpretive	7 – Coordinating/Supervisory	2(5)
		1(4)
	6 - Non-coordinating	3
		2
		1
C - Process	5 – Coordinating/Supervisory	2(5)
		1(4)
	4 - Non-coordinating	3
		2
		1
B - Operational	3 – Coordinating/Supervisory	2(5)
		1(4)
	2 - Non-coordinating	3
		2
		1
A - Defined	1 –Non-coordinating	3
		2
		1
	0 - Non-coordinating	3
		2
		1



Classification Structure

Classification Structure	Job Classifications	DBM Rating
Administrative Support	Administrative Support Assistant	A13
	Administrative Support Technician	B22
	Administrative Support Specialist	B23-B24
	Administrative Support Coordinator	B25
Fire	Firefighter Recruit	B21
	Firefighter	B22
	Fire Engineer	B24
	Fire Captain	C41
	Fire Battalion Chief	C45/C52
Library	Library Clerk	A12
	Library Assistant	B22
	Librarian	C41-C42
Maintenance & Operations	M&O Technician	A12-A13
	M&O Specialist	B22-B23
	M&O Supervisor	B31
	M&O Projects Specialist	B24-B25
	M&O Project Manager	C43

Classification Structure

Classification Structure	Job Classifications	DBM Rating
Management	Manager	D61-D62
	Director	E81-E83
	Assistant City Manager	E91
	City Manager	F101
Management-Program Support	Management Specialist	B24
	Management Analyst	C41
	Management Analyst Senior	C42
Police	Code Enforcement Officer	B21
	Police Officer Recruit	B22
	Police Officer	B23
	Police Sergeant	B32
	Police Lieutenant	C42
	Police Captain	D62

Survey Methodology – Benchmark Jobs

JOB CODE	BENCHMARK TITLE
1	Accounting Clerk
2	Administrative Clerk
3	Administrative Secretary
4	Battalion Chief
5	Billing Supervisor
6	Building Inspector^
7	Building Maintenance Technician
8	Building Official
9	City Engineer
10	Community Development Director
11	Construction Manager
12	Deputy Court Administrator
13	Economic Development Director
14	Equipment Operator
15	Executive Secretary
16	Field Operations Manager
17	Field Operations Supervisor
18	Field Technician
19	Finance Manager
20	Fire Captain
21	Fire Chief^
22	Fire Engineer
23	Firefighter/Paramedic

JOB CODE	BENCHMARK TITLE
24	Fleet Manager
25	Human Resources Analyst
26	Human Resources Director
27	Information Services Manager
28	Information Systems Technician
29	Librarian
30	Library Assistant (Circulation/Technology)
31	Library Clerk
32	Mechanic - Fleet
33	Meter Reader
34	Municipal Court Administrator
35	Office Assistant
36	Park Maintenance Superintendent
37	Park Maintenance Worker
38	Police Chief
39	Police Lieutenant
40	Police Officer
41	Police Sergeant
42	Public Works Director
43	Recreation Specialist
44	Sign Technician
45	Systems Administrator

^Data from Colleyville not available, positions vacant at time of analysis

Survey Methodology

- FLA developed a survey questionnaire to collect salary and benefits data. Questions in the survey were posed in a fashion that were standard and easy for participants to answer, as well as being easy to quantify and analyze.
- The survey results represent data from the following 23 organizations:

Participating Organizations
City of Bedford
City of Cedar Hill
City of Cedar Park
City of Conroe
City of Coppell
City of Duncanville
City of Eagle Pass
City of Euless
City of Galveston
City of Georgetown
City of Grapevine
City of Haltom City

Participating Organizations
City of Hurst
City of Keller
City of New Braunfels
City of North Richland Hills
City of Paris
City of Rowlett
City of Sherman
City of Southlake
City of Watauga
Town of Farmers Branch
Town of Flower Mound

Survey Methodology

- FLA followed-up with each organization to encourage participation.
- FLA reviewed and entered the data collected from participants.
- FLA followed-up directly with the participants to clarify and validate missing or questionable information reported.
- FLA asked organizations to make a match for only those jobs that reflected at least 70% of the duties as outlined in the benchmark summaries.
 - If there were any questions in job matching, we reference job descriptions, organizational charts and other information to verify that the match is valid.
- All data are effective April 1, 2013 and reflect an annual basis.
- FLA follows the U.S. Department of Justice and Federal Trade Commission guidelines that state 5 job matches should exist per job in order to conduct statistical analyses or for drawing conclusions.

Survey Methodology

- The following published survey data was utilized to make comparisons with the private sector:

Published Survey Sources
Economic Research Institute (ERI)
Hay Local Area Pay
Mercer Finance, Accounting & Legal
Mercer Human Resources
Mercer Information Technology
Mercer Metro Benchmark - South Central
PRM Not for Profit
Towers Watson CSR Accounting & Finance
Towers Watson CSR Call Center & Customer Service
Towers Watson CSR Engineering, Design & Drafting
Towers Watson CSR Human Resources
Towers Watson CSR Info Technology & e-Commerce
Towers Watson CSR Office & Business Support
Towers Watson CSR Supervisory & Middle Management
Towers Watson CSR Technical Support & Production

Survey Methodology: Geographic Differentials

- Applying geographic differentials is a sound compensation practice in an effort to arrive at a more precise figure for use in analyzing and setting pay.
- Just as data are trended forward to be effective for a current point in time, data should be adjusted to reflect cost of labor differences between geographic areas.
- Geographic adjustment factors are shown below:

Comparison Locations	Factor Adjustment
Bedford, TX	100%
Cedar Hill, TX	105%
Cedar Park, TX	99%
Conroe, TX	104%
Coppell, TX	105%
Dallas, TX	106%
Dallas-Fort Worth, TX	106%
Duncanville, TX	104%
Eagle Pass, TX	92%
Eules, TX	100%
Farmers Branch, TX	104%
Flower Mound, TX	107%
Galveston, TX	105%
Georgetown, TX	99%

Comparison Locations	Factor Adjustment
Grapevine, TX	100%
Hurst, TX	99%
Keller, TX	100%
New Braunfels, TX	96%
North Richland Hills, TX	100%
Paris, TX	93%
Rowlett, TX	95%
Sherman, TX	97%
Southlake, TX	103%
Watauga, TX	100%
Texas - Statewide	98%
Region: South	107%
Region: South Central	107%
United States	101%

Base City: Colleyville, TX

Survey Methodology

- FLA performed several reviews of the data to identify any extreme data and to ensure validity and reliability of the data.
- Through a statistical analysis, any salary figures that were considered extreme in relation to all other salary figures were excluded.
- Various statistics were calculated (25th, 50th, 75th, low, and high) in analyzing the data.
- Once the survey analysis and report was completed, it was submitted internally through our firm's quality control process for review before it was submitted to the City.

Summary of Salary Data Comparisons

- On an overall basis of all jobs combined, the amount that the City is above or below the market (public and private sectors) is shown in the tables below.
 - The 50th percentile of market data was used as the comparison point with the midpoint of the current pay ranges for classes, as this is where the City identified its targeted pay:

Aggregate Comparison	Range Comparisons			Market Actuals vs City Base Salary	Market Actuals vs City Range Midpoint
	Range Minimum	Range Midpoint	Range Maximum		
Non-Sworn Positions	1.2%	-3.7%	-6.5%	-5.3%	-2.6%

- The 50th percentile of market data was used as the comparison point with the midpoint of the current pay ranges for sworn public safety classes:

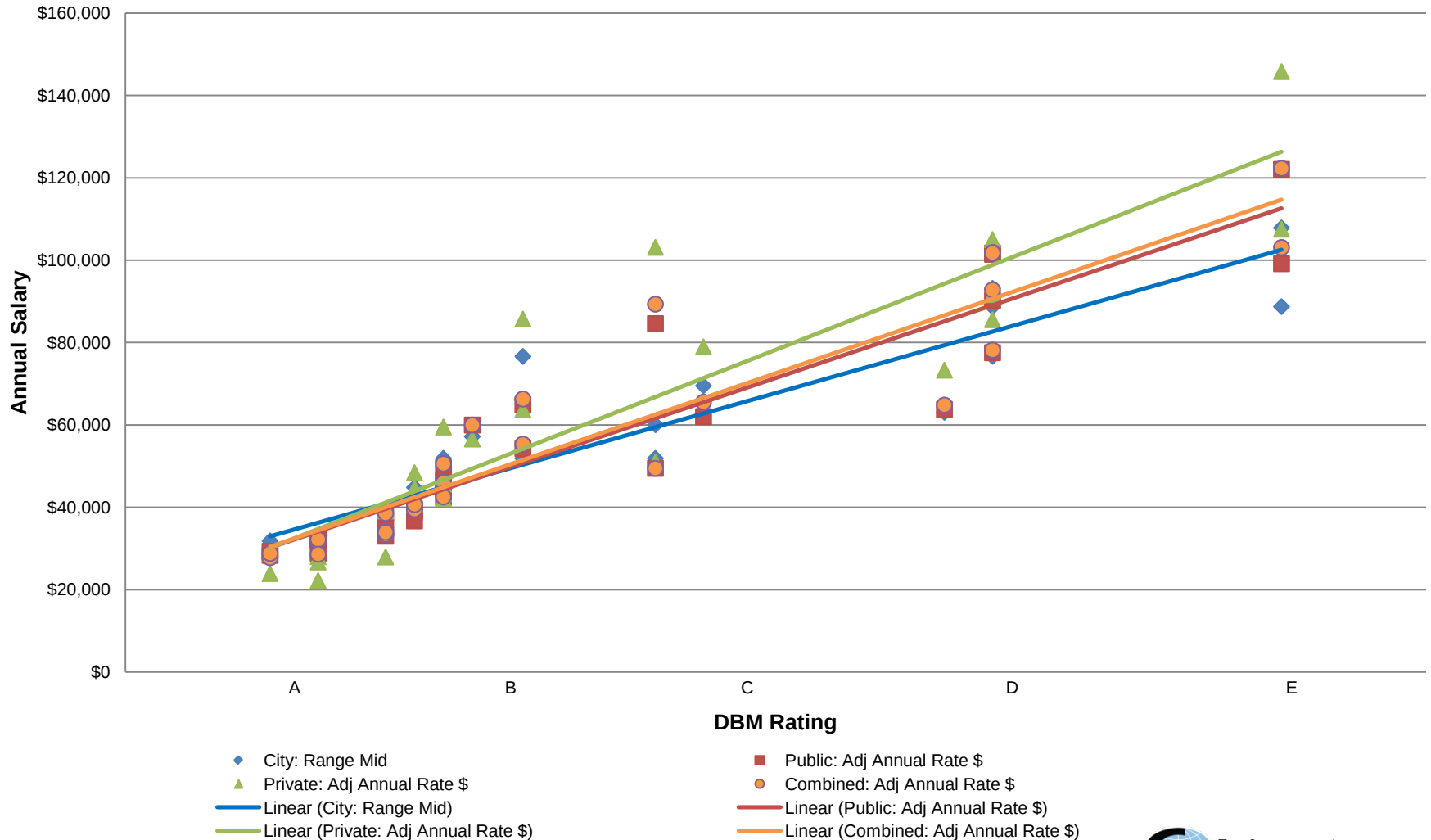
Aggregate Comparison	Range Comparisons			Market Actuals vs City Base Salary	Market Actuals vs City Range Midpoint
	Range Minimum	Range Midpoint	Range Maximum		
Sworn Fire	-12.7%	-5.6%	0.6%	-13.4%	-1.1%
Sworn Police	0.6%	-0.5%	-1.6%	-0.7%	0.2%

Summary of Salary Data Comparisons

- Graphical representations of current salaries compared to market are shown on the following page and reflect how the City's salaries compare to the market utilizing a statistical procedure called regression analysis.
- Regression analysis was utilized to blend market data with internal equity.
 - Regression trend line is used as an anchor for salary ranges and represents the “best fit” taking into account market parity and internal equity.

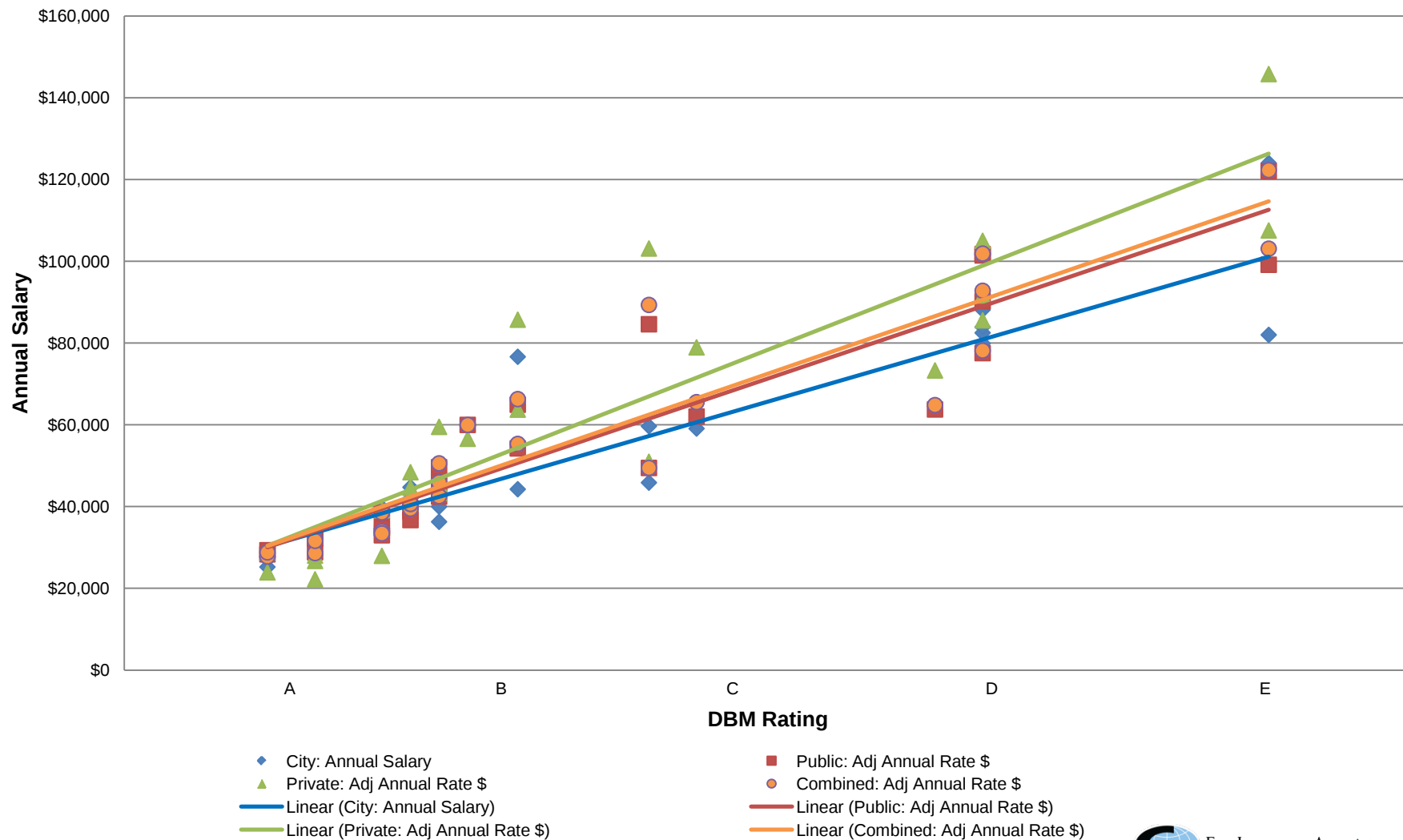
Summary of Salary Data Comparisons

City of Colleyville, TX
City Range Midpoints vs Market Actual Salaries (50th Percentile)



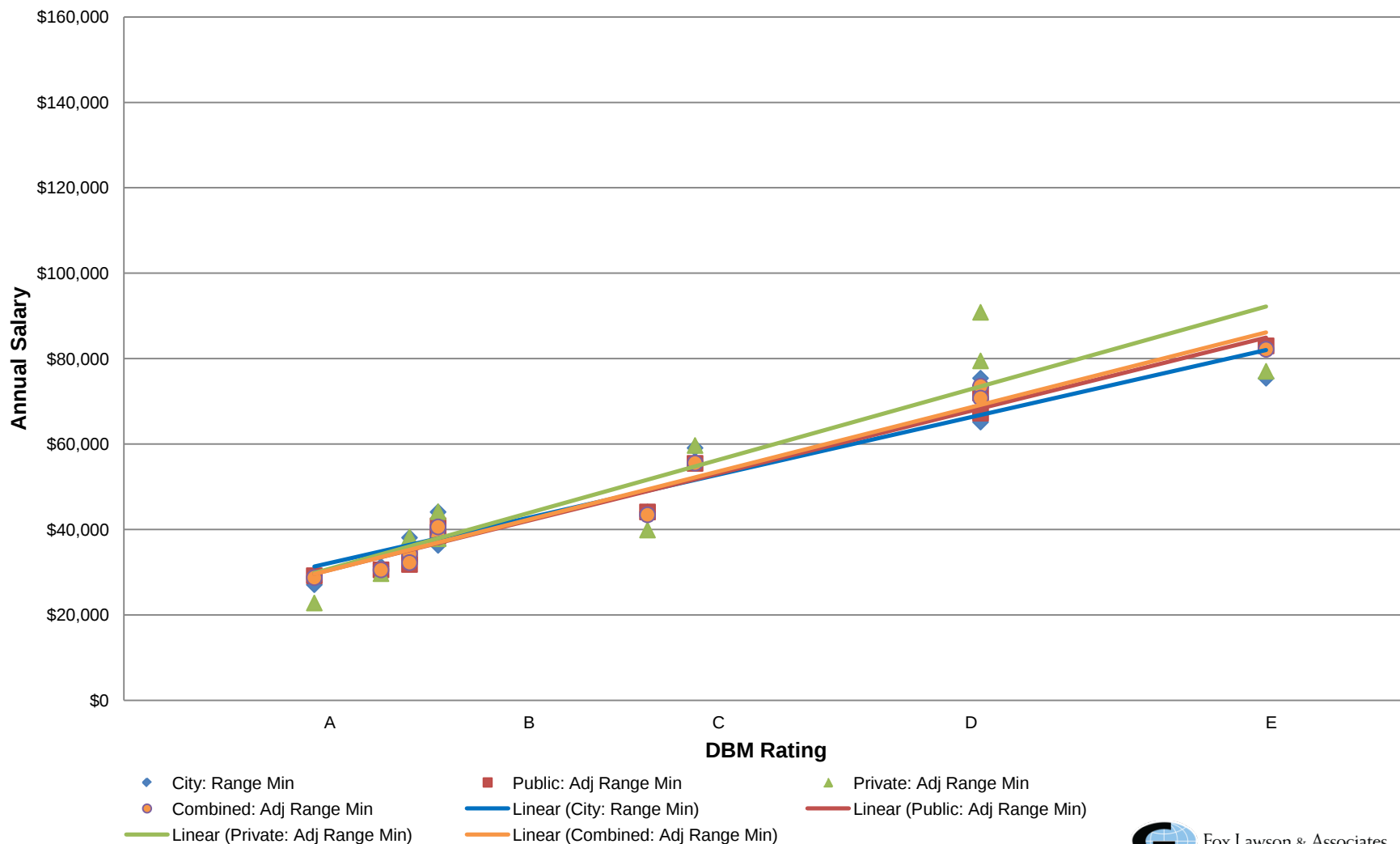
Summary of Salary Data Comparisons

City of Colleyville, TX
City Actual Salaries vs Market Actual Salaries (50th Percentile)



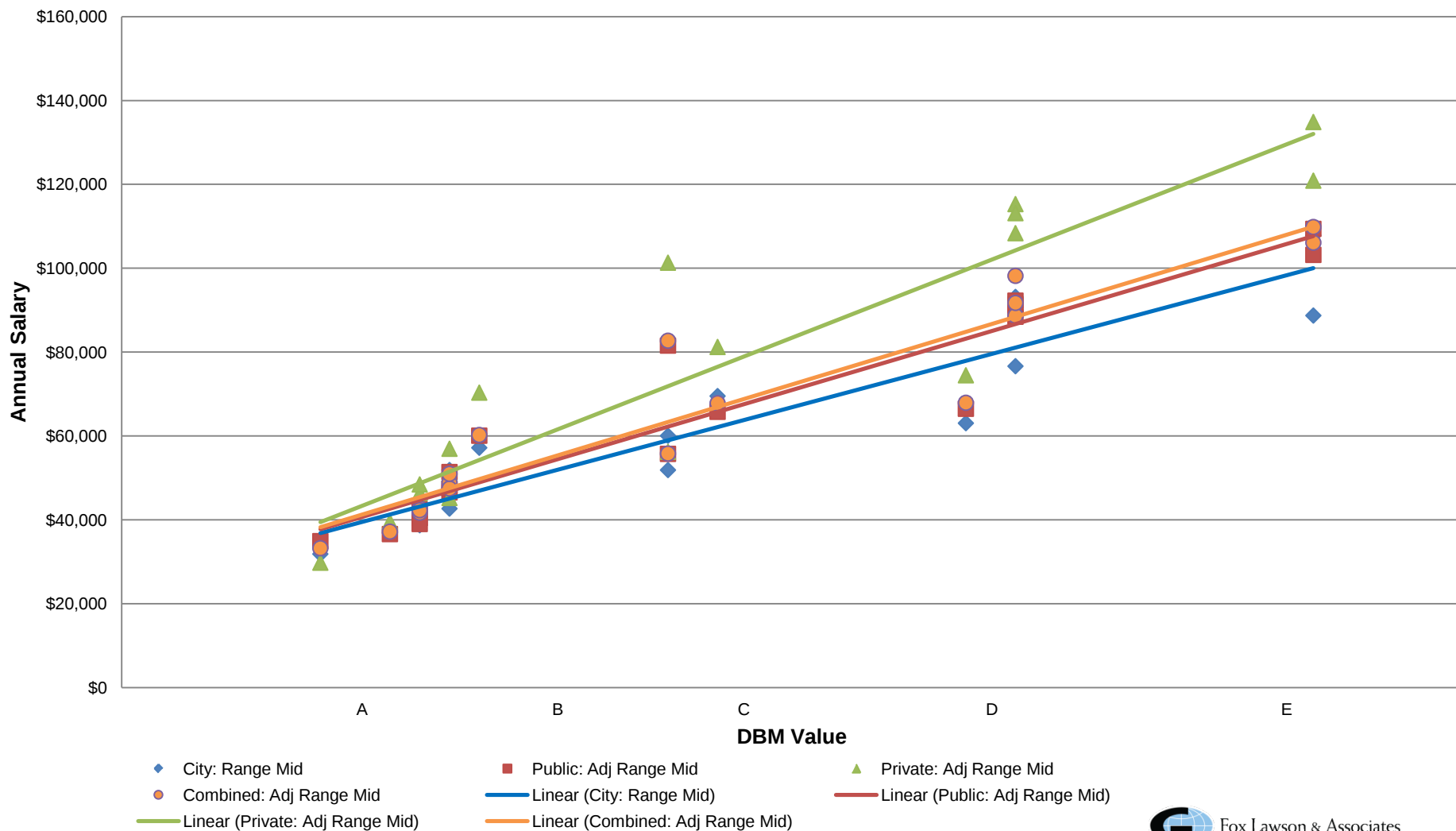
Summary of Salary Data Comparisons

City of Colleyville, TX
Range Minimum vs Market Range Minimum (50th Percentile)



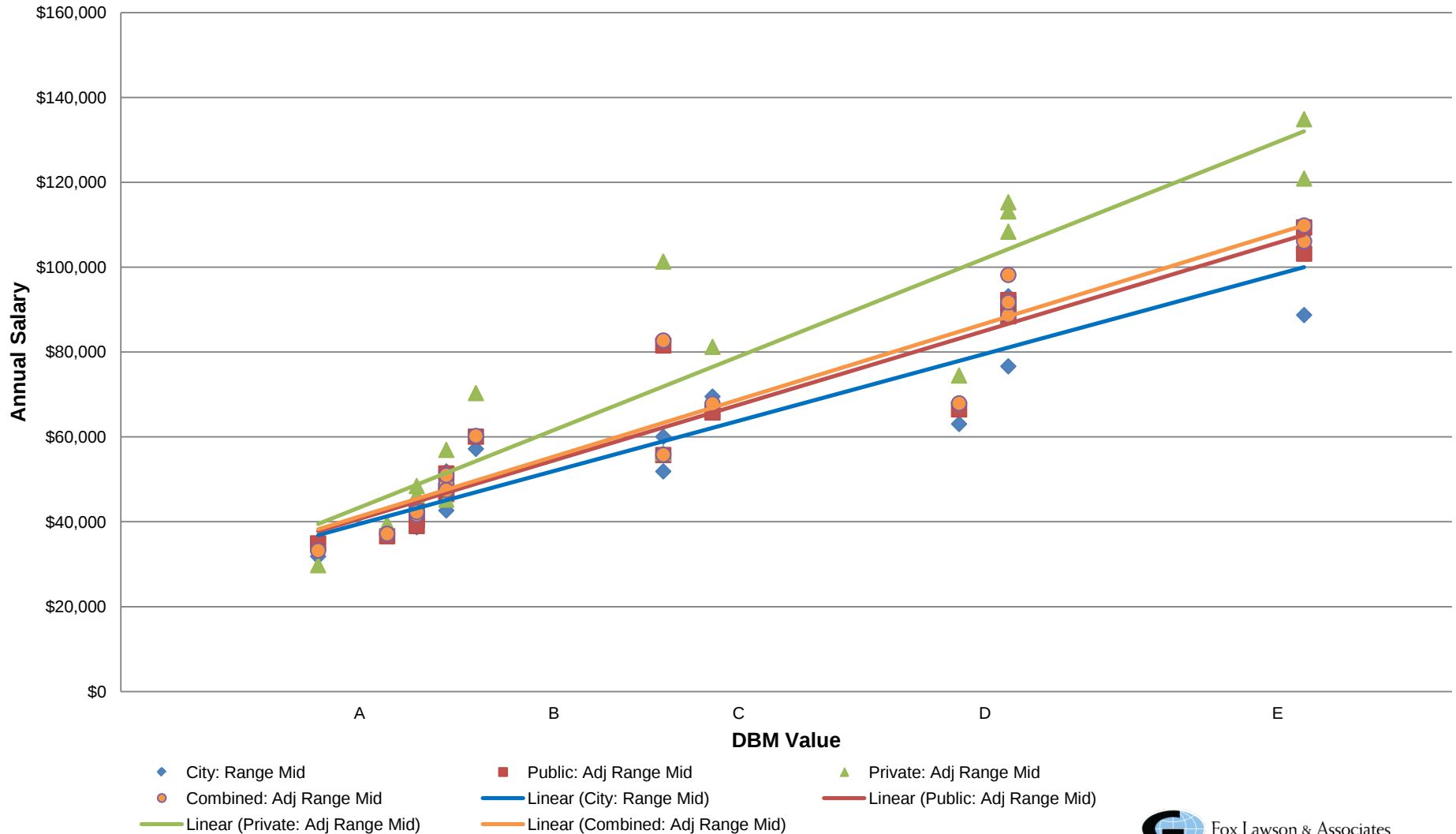
Summary of Salary Data Comparisons

City of Colleyville, TX
Range Midpoint vs Market Range Midpoint (50th Percentile)



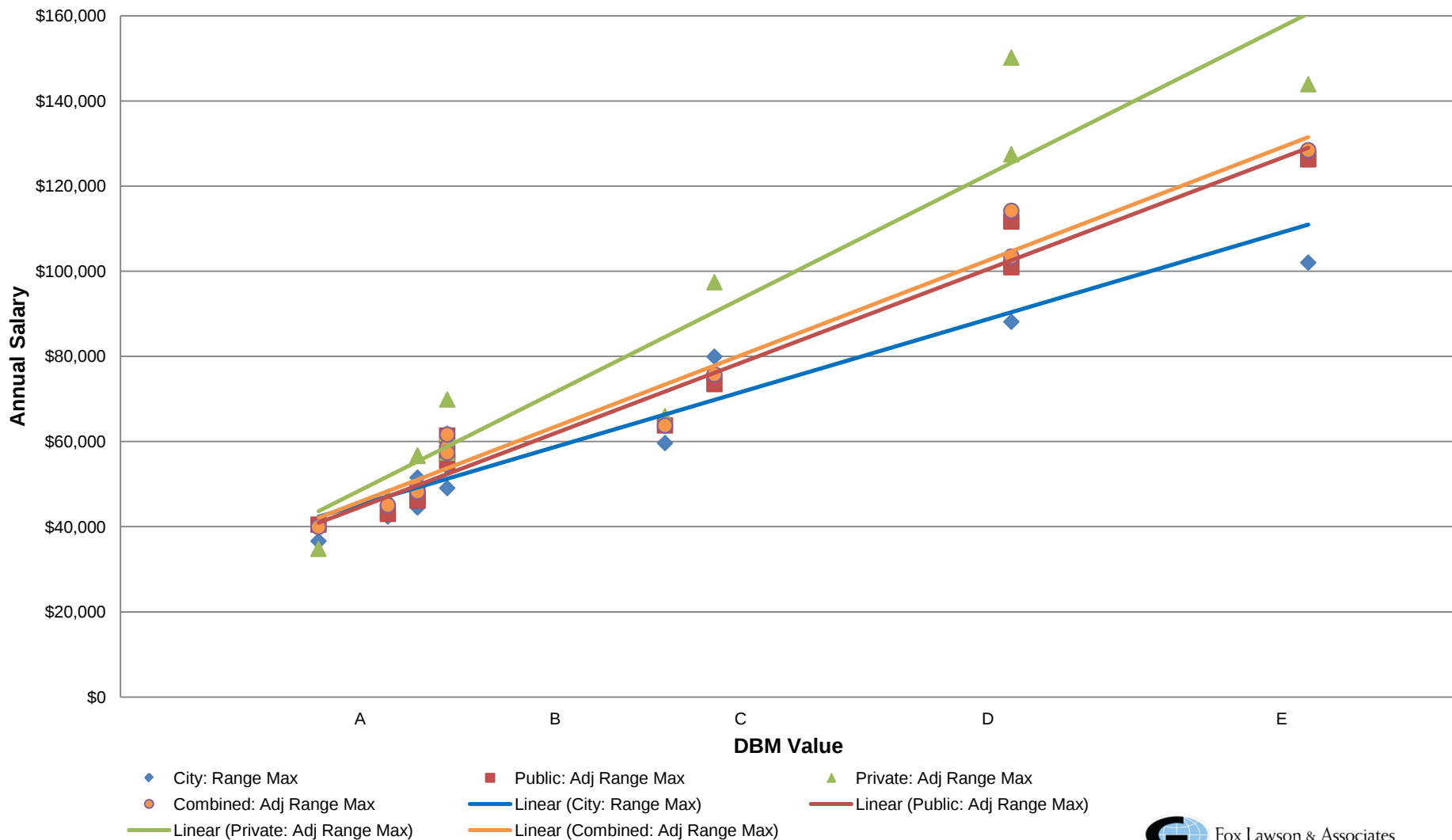
Summary of Salary Data Comparisons

City of Colleyville, TX
Range Midpoint vs Market Range Midpoint (50th Percentile)



Summary of Salary Data Comparisons

City of Colleyville, TX
Range Maximum vs Market Range Maximum (50th Percentile)



Summary of Salary Data Comparisons

The following tables summarize current range midpoints against the public, private and combined market sectors:

Benchmark Title	City Current Range Midpoint	Public Sector: Actual Avg Pay (50th Percentile)	Difference: Current MidPt vs Public Sector Pay	Private Sector: Actual Avg Pay (50th Percentile)	Difference: Current MidPt vs Private Sector Pay	Combined Public & Private Sector: Actual Avg Pay (50th Percentile)	Difference: Current MidPt vs Combined Public/Private Sectors Pay
Accounting Clerk	\$36,864	\$37,284	-1.10%	\$39,101	-6.10%	\$38,462	-4.30%
Administrative Clerk	\$31,845	\$32,314	-1.50%	\$28,013	12.00%	\$31,616	0.70%
Administrative Secretary	\$38,707	\$38,865	-0.40%	\$44,593	-15.20%	\$40,287	-4.10%
Billing Supervisor	\$57,188	\$59,974	-4.90%	\$56,578	1.10%	\$59,974	-4.90%
Building Inspector	\$49,401	\$46,664	-4.10%	\$42,130	6.00%	\$46,118	-2.90%
Building Maintenance Technician	\$44,809	\$36,558	18.40%	\$48,852	-9.00%	\$36,747	18.00%
Building Official	\$72,988	\$76,963	-5.40%	N/A	N/A	\$76,963	-5.40%
City Engineer	\$93,154	\$101,766	-9.20%	\$91,645	1.60%	\$101,766	-9.20%
Community Development Director	\$88,718	\$97,850	-10.30%	N/A	N/A	\$97,850	-10.30%
Construction Manager	\$76,638	\$84,594	-10.30%	\$103,123	-7.40%	\$89,320	14.50%
Deputy Court Administrator	\$47,049	\$40,208	14.50%	N/A	N/A	\$40,208	14.50%
Economic Development Director	\$118,891	\$109,557	7.90%	N/A	N/A	\$109,557	7.90%
Equipment Operator	\$36,864	\$32,979	10.50%	\$39,602	-7.40%	\$33,920	8.00%
Executive Secretary	\$42,675	\$49,618	-16.30%	\$59,493	-39.40%	\$50,568	-18.50%
Field Operations Manager	\$88,718	\$77,534	12.60%	\$85,548	3.60%	\$78,145	11.90%
Field Operations Supervisor	\$51,872	\$54,224	-4.50%	\$63,711	-22.80%	\$55,329	-6.70%
Field Technician	\$31,845	\$32,218	-1.20%	\$26,707	16.10%	\$32,180	-1.10%
Finance Manager	\$88,718	\$90,242	-1.70%	\$103,286	-16.40%	\$92,785	-4.60%
Fire Chief	\$118,891	\$123,264	-3.70%	N/A	N/A	\$123,264	-3.70%

Summary of Salary Data Comparisons

Benchmark Title	City Current Range Midpoint	Public Sector: Actual Avg Pay (50th Percentile)	Difference: Current MidPt vs Public Sector Pay	Private Sector: Actual Avg Pay (50th Percentile)	Difference: Current MidPt vs Private Sector Pay	Combined Public & Private Sector: Actual Avg Pay (50th Percentile)	Difference: Current MidPt vs Combined Public/Private Sectors Pay
Fleet Manager	\$63,050	\$63,757	-1.1%	\$73,296	-16.3%	\$64,816	-2.8%
Human Resources Analyst	\$51,872	\$49,452	4.7%	\$50,959	1.8%	\$49,452	4.7%
Human Resources Director	\$88,718	\$99,145	-11.8%	\$107,533	-21.2%	\$103,080	-16.2%
Information Services Manager	\$76,638	\$101,431	-32.4%	\$105,012	-37.0%	\$101,876	-32.9%
Information Systems Technician	\$47,049	\$42,446	9.8%	\$43,306	8.0%	\$42,528	9.6%
Librarian	\$51,872	\$45,953	11.4%	\$45,585	12.1%	\$45,953	11.4%
Library Assistant (Circulation/Technology)	\$36,858	\$33,828	8.2%	N/A	N/A	\$33,828	8.2%
Library Clerk	\$28,890	\$28,323	2.0%	\$23,908	17.2%	\$27,777	3.9%
Mechanic - Fleet	\$40,643	\$39,910	1.8%	\$40,720	-0.2%	\$40,240	1.0%
Meter Reader	\$31,845	\$29,316	7.9%	\$28,770	9.7%	\$28,796	9.6%
Municipal Court Administrator	\$57,188	\$66,119	-15.6%	N/A	N/A	\$66,119	-15.6%
Office Assistant	\$35,109	\$33,500	4.6%	\$27,946	20.4%	\$33,377	4.9%
Park Maintenance Superintendent	\$76,638	\$64,920	15.3%	\$85,710	-11.8%	\$66,288	13.5%
Park Maintenance Worker	\$31,845	\$28,835	9.5%	\$22,190	30.3%	\$28,615	10.1%
Police Chief	\$118,891	\$129,105	-8.6%	N/A	N/A	\$129,105	-8.6%
Public Works Director	\$107,837	\$122,032	-13.2%	\$145,790	-35.2%	\$122,295	-13.4%
Recreation Specialist	\$51,872	\$41,141	20.7%	N/A	N/A	\$41,141	20.7%
Sign Technician	\$40,643	\$34,929	14.1%	N/A	N/A	\$34,929	14.1%
Systems Administrator	\$69,513	\$62,021	10.8%	\$78,943	-13.6%	\$65,538	5.7%

Summary of Salary Data Comparisons

- Overall, for positions where private sector was available, the City is lagging the private sector by 10.5%, which is significantly greater than the 1.6% lag compared to the public sector market.
- When looking at public and private sector combined, the City is lagging the overall market by 2.6%⁽¹⁾

Difference: City Current MidPt vs Public Sector Actual Pay	Difference: City Current MidPt vs Private Sector Actual Pay	Difference: City Current MidPt vs Combined Sectors Actual Pay
-1.6%	-10.5%	-2.6%

⁽¹⁾ Based on positions that exist within the private sector and market data as available.

Summary of Salary Data Comparisons

- **KEY MEASURES:** Overall, current midpoints of all positions, excluding sworn public safety, lag the 50th percentile of the comparator market by 2.6%, from an aggregate perspective of all classes combined .
- Current non-sworn actual rates of pay compared to market actual rates of pay lag the market by 5.3%.
- Overall, current non-sworn salary ranges lag the defined labor market by 3.7% compared to the current midpoint for all classifications combined.
- Individual comparisons vary.
- Longevity, performance and hiring conditions may explain some differences in actual salary.

Summary of Salary Data Comparisons

- **KEY MEASURES:** Overall, current salary range midpoints for sworn public safety lag the 50th percentile of the comparator market by 0.4%, from an aggregate perspective of all classes combined .
- Current salary ranges for Sworn Police are leading the market at the range minimum by 0.6%; the salary range minimums for Sworn Fire are low, lagging the market by 12.7%.
- Current sworn salary range maximums for Sworn Police, compared with market salary range maximums, lag by 1.6%; the salary range maximums for Sworn Fire are on par with the market, leading by 0.6%.
- Individual comparisons vary.
- Longevity, performance and hiring conditions may explain some differences in actual salary.

Summary of Salary Data Comparisons

- Six (6) individual jobs' range midpoints are significantly misaligned with the market, as detailed below:

Benchmark Title	City Current Range Midpoint	Combined Public & Private Sector: Actual Avg Pay (50th Percentile)	Difference: Current MidPt vs Combined Public/Private Sectors Pay
Executive Secretary	\$42,675	\$50,568	-18.5%
Human Resources Director	\$88,718	\$103,080	-16.2%
Information Services Manager	\$76,638	\$101,876	-32.9%
Municipal Court Administrator	\$57,188	\$66,119	-15.6%

Benchmark Title	City Current Range Midpoint	Combined Public & Private Sector: Actual Avg Pay (50th Percentile)	Difference: Current MidPt vs Combined Public/Private Sectors Pay
Building Maintenance Technician	\$44,809	\$36,747	18.0%
Recreation Specialist	\$51,872	\$41,141	20.7%

Salary Data Recommendations

- The proposed non-sworn pay structure, which takes into consideration internal alignment and external market data, expands the existing width of the pay ranges from 40% (entry level non-exempt) to 60% (management)*, which is consistent with market data.
- The proposed sworn pay structures range spreads have been developed to align with the range spreads found in the market for sworn Fire and Police and vary based on position.

*Current pay range widths are 35% from entry level through management

Salary Data Recommendations

Proposed Pay Structure (Non-Sworn)

DBM	Min	Mid	Max	Range Spread
A11	\$23,750	\$28,500	\$33,250	40%
A12	\$25,413	\$30,495	\$35,578	40%
A13	\$28,462	\$34,154	\$39,847	40%
B21	\$30,056	\$37,570	\$45,084	50%
B22	\$32,160	\$40,200	\$48,240	50%
B23	\$34,641	\$43,301	\$51,961	50%
B24/B31	\$37,977	\$47,471	\$56,965	50%
B25/B32	\$41,303	\$51,629	\$61,954	50%
C41	\$47,965	\$59,956	\$71,947	50%
C42	\$51,291	\$64,114	\$76,936	50%
C43	\$54,617	\$68,271	\$81,925	50%
C44/C51	\$57,953	\$72,441	\$86,929	50%
C45/C52	\$61,279	\$76,599	\$91,918	50%
D61	\$65,328	\$84,926	\$104,524	60%
D62	\$68,526	\$89,084	\$109,641	60%
D63	\$71,724	\$93,241	\$114,758	60%
E81	\$84,535	\$109,896	\$135,257	60%
E82	\$88,762	\$115,391	\$142,019	60%
E83	\$93,200	\$121,160	\$149,120	60%
E91	\$97,860	\$127,218	\$156,576	60%
F101	\$107,646	\$139,940	\$172,234	60%

Salary Data Recommendations

Proposed Sworn Police Pay Structure

	DBM	MIN	MID	MAX	Spread
Police Officer Recruit	B22	\$46,432	\$53,861	\$61,290	32%
Police Officer	B23	\$50,959	\$59,113	\$67,266	32%
Police Sergeant	B32	\$64,475	\$69,633	\$74,791	16%
Police Lieutenant	C42	\$80,193	\$85,405	\$90,618	13%
Police Captain	D62	\$89,935	\$101,177	\$112,419	25%

Proposed Sworn Fire Pay Structure

	DBM	MIN	MID	MAX	Spread
Firefighter/EMT	B21	\$46,317	\$52,338	\$58,359	26%
Firefighter/Paramedic	B22	\$48,975	\$55,342	\$61,708	26%
Fire Engineer	B24	\$56,034	\$61,358	\$66,681	19%
Fire Captain	C41	\$65,467	\$70,377	\$75,287	15%
Battalion Chief	C45/C52	\$73,244	\$82,400	\$91,555	25%

Salary Data Recommendations

- The costs associated with the proposed pay structures are represented in the table below:

NonSworn:			
	Annual Payroll	Bring-To-Minimum Cost	Cost to Maintain Relative Position in Proposed Range
Full-Time	\$5,173,036	\$66,541	\$390,684
Part-Time	\$374,712	\$16,375	\$40,234
Subtotals	\$5,547,748	\$82,916	\$430,918
% of Payroll:		1.5%	7.8%

Sworn:			
	Annual Payroll	Bring-To-Minimum Cost	Cost to Maintain Relative Position in Proposed Range
Full-Time	\$4,401,685	\$110,441	\$179,431
% of Payroll:		2.5%	4.1%

Combined (NonSworn & Sworn):			
	Annual Payroll	Bring-To-Minimum Cost	Cost to Maintain Relative Position in Proposed Range
	\$9,949,433	\$193,357	\$610,349
% of Payroll:		1.9%	6.1%

Implementation Options

- There are multiple implementation options available to the City, including (assumes all employees whose current rate of pay is below the proposed minimum are brought to the minimum of the proposed pay range):
 - Provide for a flat percentage increase for employees currently within the range based on current position within the range (ie, X% for those employees in the first quartile; X% for those employees in the second quartile, etc.);
 - Implement based on a percentage of the 'Cost to Maintain Relative Position in Proposed Range' (ie, implement at 75%);
 - Implement utilizing a multi-year approach, not to exceed 2 years (ie, 70% year 1 and 30% year 2).
- Other implementation options are available and are all dependent upon budgetary constraints.

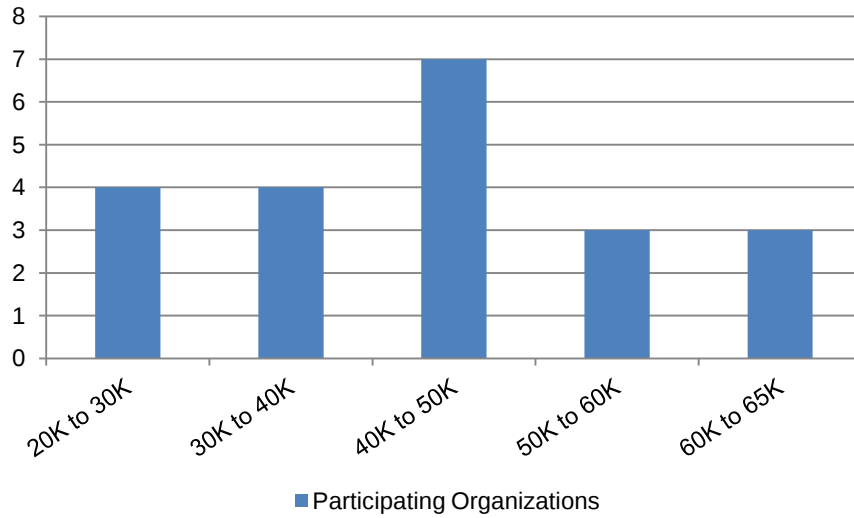
Summary of Benefit Data Comparisons

- A customized data collection form was created to collect benefits information in conjunction with the salary survey.
- FLA distributed the survey to comparator organizations identified by the City.
- FLA reviewed and entered the data collected from participants.
- FLA followed-up directly with the participants to clarify and validate questionable information reported.

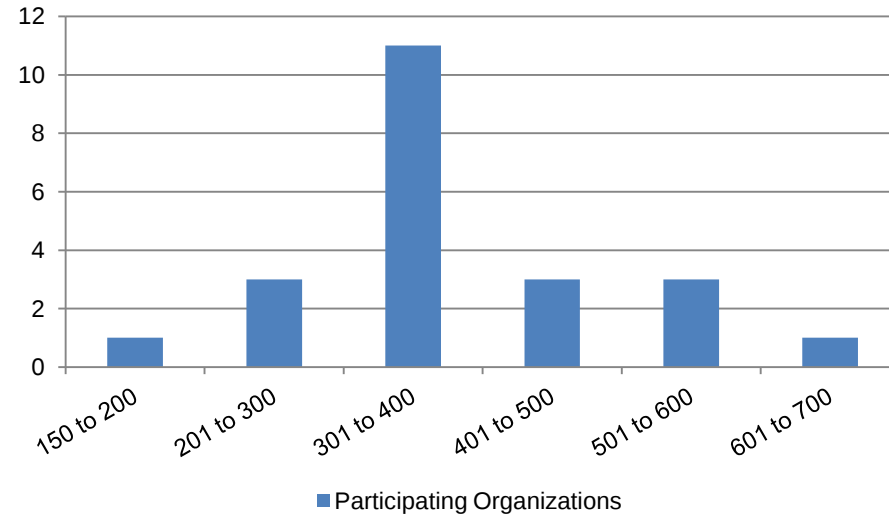
Survey Participant Demographics

	Comparator Market Average	City of Colleyville
Customers Served	43,374	23,328
Annual Operating Budget	\$78,885,219	\$35,923,748
Number of FT Employees	389	171
Number of Job Classifications	156	100

Customers Served



Number of Full-Time Employees



Pay Practices: Employee Salary Increases

The City is lagging with the comparator market with respect to employee salary increases for 2013 as shown in the table below:

	Average Increase ¹	% of Responding Organizations ²	% of Responding Organizations providing an increase	City of Colleyville Average Increase ³
NonExempt	2.4%	96%	91%	0%
Exempt	2.4%	96%	91%	0%
Executive	2.3%	96%	86%	0%

Notes:

1. Average includes those responding with 0% increase;
2. % of Responding Orgs= Of the organizations surveyed, X% provided a response;
3. Some Sworn Police received increases to base of, on average, 8% for compression adjustment.

Pay Practices: Formal Salary Ranges

Similar to the comparator market, the City has formal salary ranges for all levels of employees as shown in the table below:

	Established Salary Ranges
	% of Responding Organizations
NonExempt	95%
Exempt	95%
Executive	77%

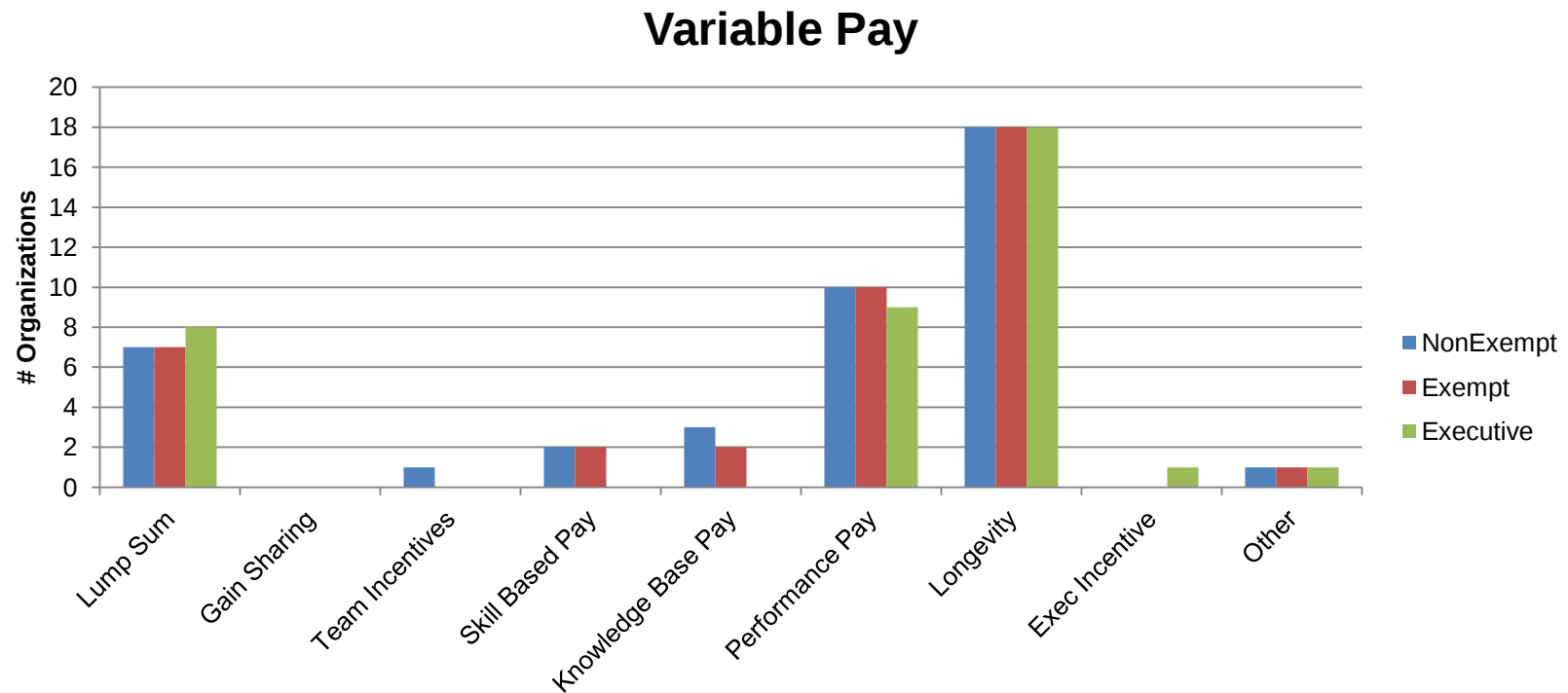
Pay Practices: 2013 Salary Range Adjustments

36% of the organizations surveyed implemented range adjustments during 2013. The City, like 64% of the comparator organizations, did not implement salary range adjustments in 2013. The average adjustment for salary ranges, for those organizations implementing adjustments, is shown in the table below:

	Average Adjustment	% of Responding Organizations
NonExempt	2.6%	36%
Exempt	2.6%	36%
Executive	2.6%	36%

Pay Practices: Variable Pay Plans

The City is on par with the comparator market with respect to variable pay. The City, similar to those organizations offering variable pay, provides for lump sum payments, performance pay, longevity pay and other pay (education pay and on-call pay).



Benefits: Retirement

The City contributes 14% and employees contribute 7% to TMRS (PERS¹), which is on par with the comparator market. Additionally, the City has a tax-deferred retirement program for employees with no employer match:

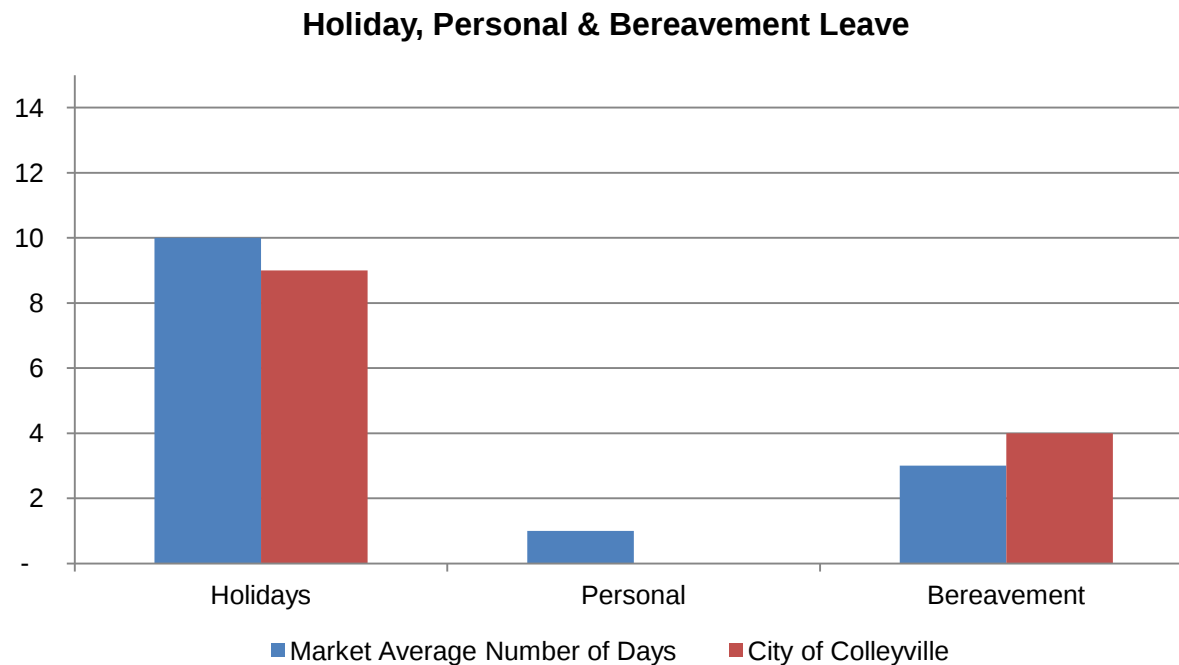
Retirement Benefit		Avg Employer Contribution	% of Organizations	Avg Employee Contribution	% of Organizations
PERS	Non-Exempt	13.3%	100%	6.7%	100%
	Exempt	13.1%	100%	7.0%	100%
	Executive	13.1%	100%	6.4%	100%
Tax Deferred	Non-Exempt	4.0%	4%	IRS Limit	74%
	Exempt	4.0%	4%	IRS Limit	74%
	Executive	4.0%	9%	IRS Limit	74%
SERP ²	Non-Exempt	0.0%	0%	7.7%	5%
	Exempt	0.0%	0%	0.0%	0%
	Executive	0.0%	0%	0.0%	0%

¹PERS is a generic term used to describe a Public Employer Retirement System, similar to TMRS in Texas.

²SERP program available at 1 organization for seasonal, non-exempt employees only.

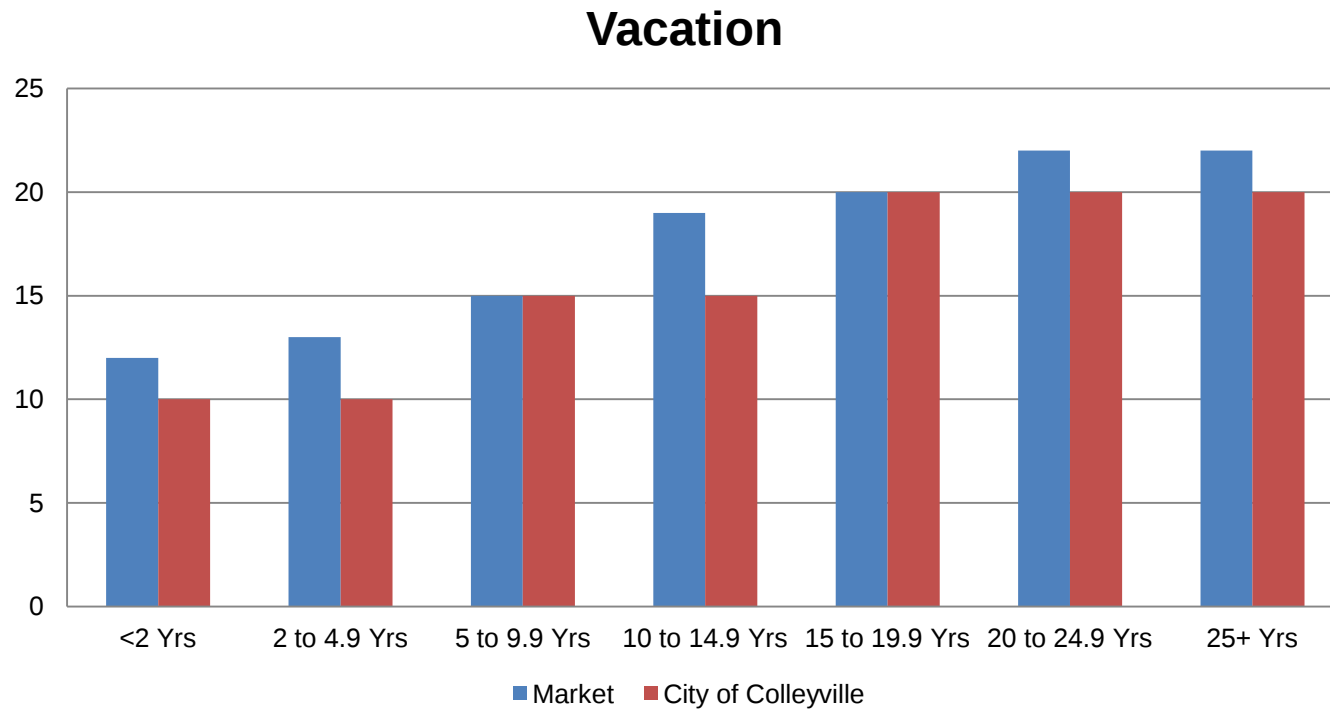
Benefits: Paid Leave

The City is generally on par with the market with respect to holiday, personal and bereavement leave as shown in the chart below:



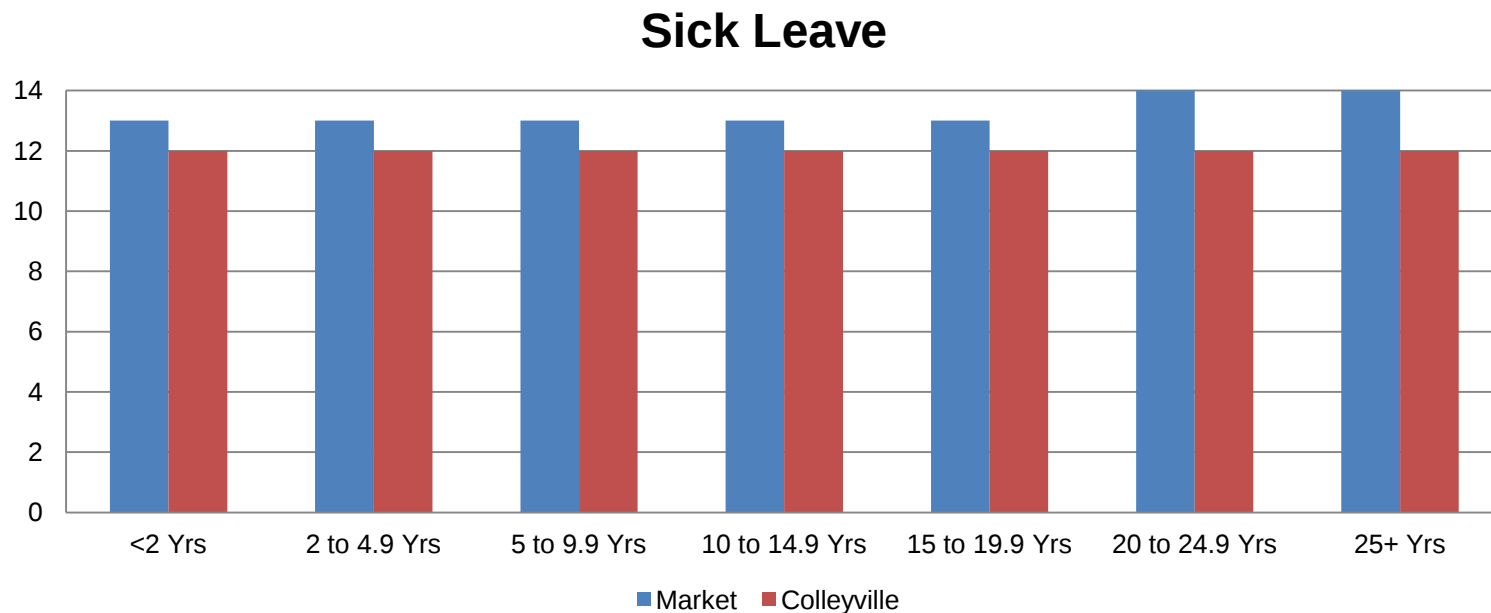
Benefits: Paid Leave

The City slightly lags the market with respect to vacation leave as shown in the chart below:



Benefits: Paid Leave

The City slightly lags the market (market average is 13 days versus 12 days offered by the City) with respect to sick leave as shown in the chart below:



Benefits: Carry-Over of Unused Leave Time

The City is on par with the market with respect to leave carry-over, providing for an average of 300 hours of vacation (varies between 200 and 400 hours) and 720 hours of sick leave carryover. The comparator market averages are shown in the tables below:

Carry-Over ("Banked") Unused Vacation	
Average # Hours	% of Responding Orgs
268	65%
Based on Accrual	% of Responding Orgs
1/2 to 3 times annual accrual	30%
Other	% of Responding Orgs
Unlimited	5%

Carry-Over ("Banked") Unused Sick Leave	
Average # Hours	% of Responding Orgs
720	48%
Based on Accrual	% of Responding Orgs
1 times annual accrual	9%
Other	% of Responding Orgs
Unlimited	43%

Benefits: Flexible Benefits Offered

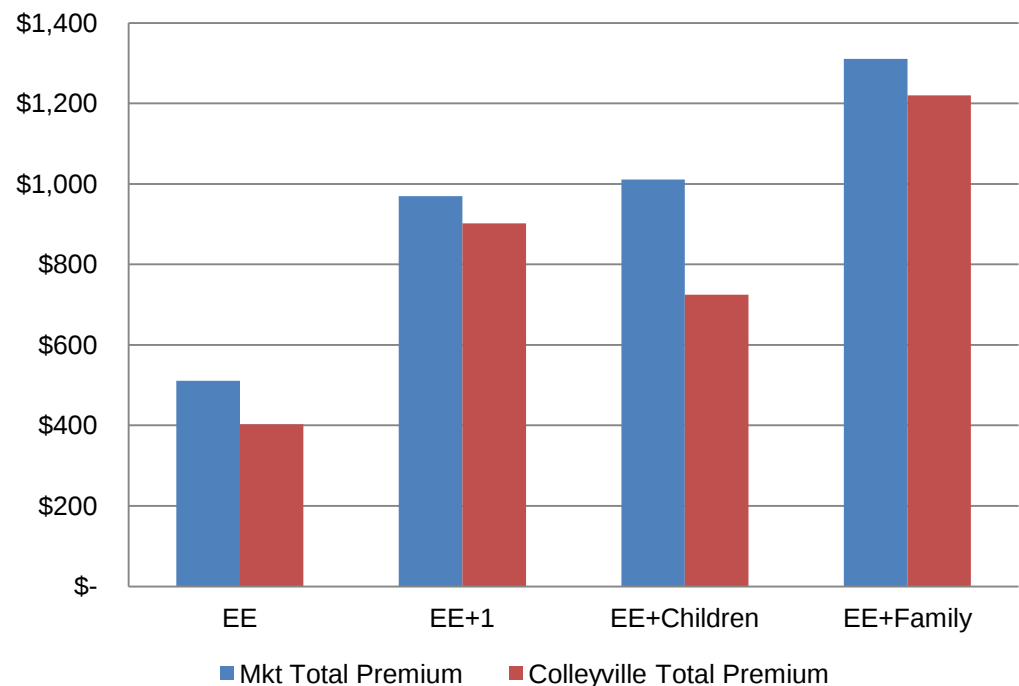
The City is on par with the comparator market with respect to flexible benefit offerings, as shown in the table below:

Cafeteria Options	Organizations Offering	Offered by the City
Premium Conversion	41%	Yes
Flexible Spending Account	82%	Yes
Simple Choice	23%	No
Full Flex	5%	No
Consumer Driven Health Plan	32%	No

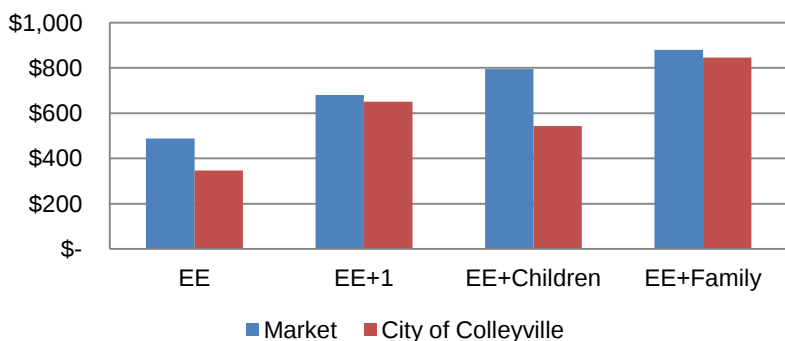
Benefits: Medical Insurance Premiums

On average, the City pays 76% of the monthly medical premium compared to the market average of 78%. Overall, the City's cost for medical benefits is lower than the market. A summary of market data compared to the City is shown in the charts below:

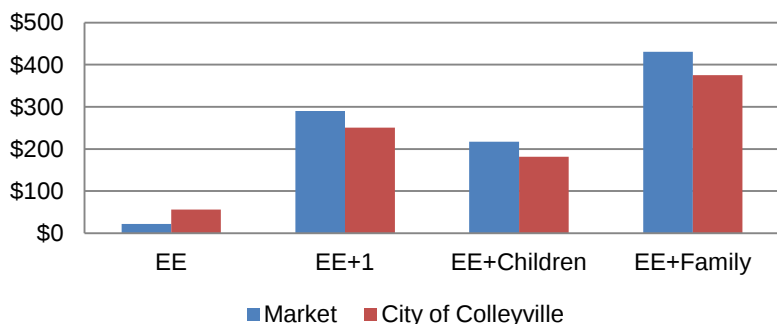
**Medical Insurance:
Total Monthly Premium**



**Medical Insurance:
Monthly Employer Contributions**



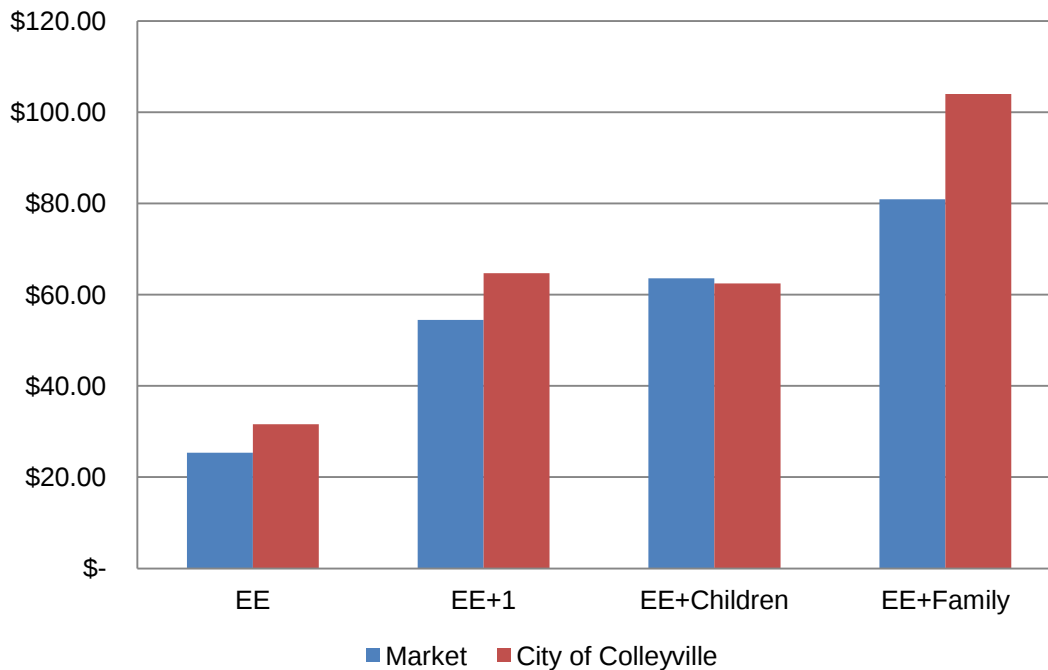
**Medical Insurance:
Monthly Employee Contributions**



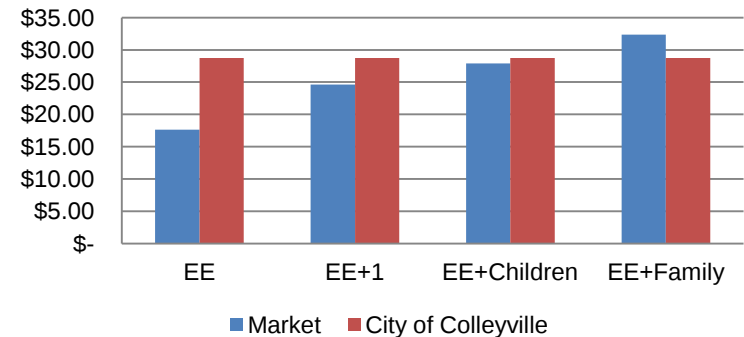
Benefits: Premiums Paid by Employees

On average, the City pays 52% of the monthly dental premium compared to the market average of 50%. Overall, the City's average cost for dental benefits (\$66) is 14% higher than the average cost for the market (\$57). A summary of market data compared to the City is shown in the charts below:

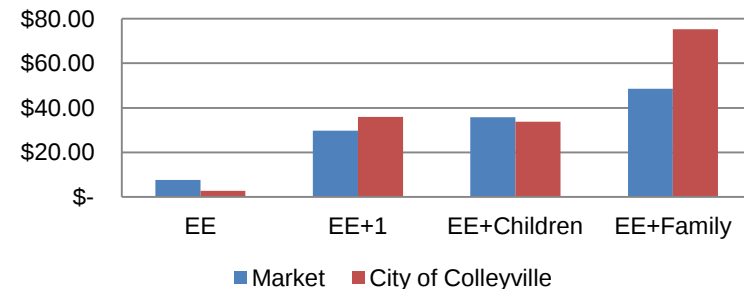
**Dental Insurance:
Total Monthly Premium**



**Dental Insurance:
Monthly Employer Contribution**



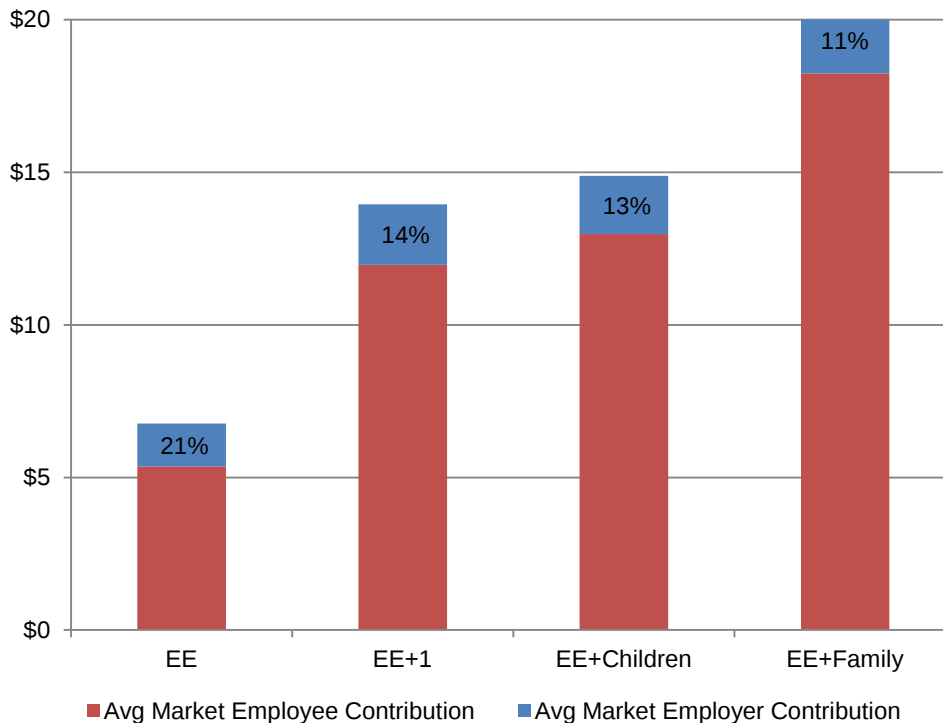
**Dental Insurance:
Monthly Employee Contribution**



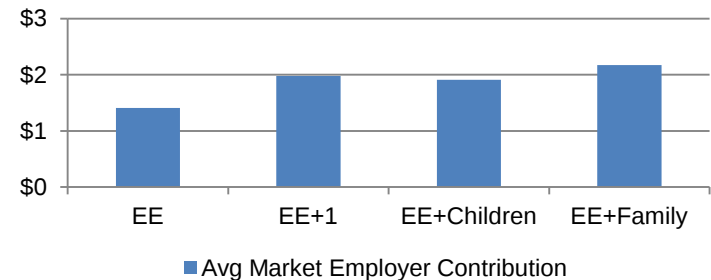
Benefits: Premiums Paid by Employees

The City offers a vision program to employees, but does not subsidize the cost of the program. The market provides for nominal contributions by Employers, as shown in the charts below:

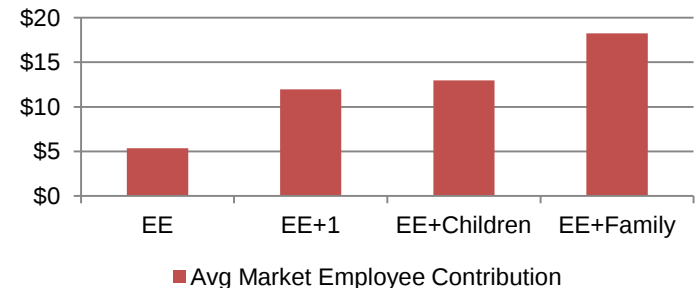
**Vision Insurance:
Total Monthly Premiums**



**Vision Insurance:
Monthly Employer Contributions**



**Vision Insurance:
Monthly Employee Contributions**



Benefits: Group Life Insurance

The City lags the comparator market with basic life insurance coverage of \$15,000. The market provides for the following:

Group Life Insurance - Base Coverage			
Average Base Level Coverage (\$)	% of Organizations	Average Base Level Coverage (X Salary Level)	% of Organizations
\$23,000	23%	1.6 X Annual Salary	77%

Group Life Insurance - Maximum Coverage			
Average Maximum Base Level Coverage (\$)	% of Organizations	Average Base Level Coverage (X Salary Level)	% of Organizations
\$122,857	65%	1.4 X Annual Salary	35%

Benefits: Health Opt-Out Credits/Cash Back

Comparable to the market, the City does not provide for opt-out credits/cash back. Only 13% of surveyed organizations provide for opt-out credit/cash back as detailed below:

Opt-Out Benefit (In Lieu of Health/Welfare Coverage)	All Organizations Combined	
	Average Monthly Benefit	% Organizations
Credit toward other benefit plan	\$128	13%

Benefits: Wellness Programs

The City is on par with the comparator market with respect to wellness program provisions and offerings as detailed in the tables below:

	Wellness Program Offering
# Organizations offering Programs	14
% Organizations Offering Programs	61%

Wellness Program Offerings:		
Wellness Offering Type	# Organizations	% Organizations
Fitness Club Membership Discount	11	79%
Stress Management	7	50%
Smoking Cessation	10	71%
Weight Reduction	10	71%
Nutrition Program	9	64%
Health Assessment	13	93%

Recommendations: Benefit Data Comparisons

- Due to the competitive nature of the City's current benefit offerings, no changes are recommended to the benefits provided by the City at this time.

Administrative Recommendations

- Salary Structure Review/Updates
 - Annual Updates
 - In order to reflect necessary increases in the minimum and maximum rates appropriate for each job, the salary structure should be reviewed annually. FLA can provide the City with the average percentage increase for employee salaries and salary structures on an annual basis, or the City may use a labor market index.
 - It is recommended that the respective starting rates and maximums be increased by a **percentage** that reflects the market trends and the City's hiring experience. The use of a dollar amount increase would compress the structure over time.
 - Long-Term Updates
 - The City should reevaluate its overall structure at regular intervals (e.g., 2 to 3 years depending upon market movements) to ensure that its salary levels are consistent with the marketplace.
 - This would involve conducting a market salary study, such as was conducted here, every 2 to 3 years (depending on the economy) to make sure that the City's pay scales and employee salaries remain competitive.



Fox Lawson & Associates
a Division of Gallagher Benefit Services, Inc.
Compensation and Human Resources Specialists

City of Colleyville, TX

Classification and Compensation Study *Executive Summary*



Pre Council Meeting
July 16, 2013



Gallagher Benefit Services, Inc.
t h i n k i n g a h e a d

Background, Philosophy, & Analysis

Study Background

- Fox Lawson & Associates was engaged to perform a review of job classification, compensation and benefits for the City of Colleyville and make recommendations regarding:
 - Job structure and individual position allocations;
 - Current state of compensation and benefits;
 - Market competitiveness of specific employee benchmarks;
 - Benefits and costs associated with recommendations;
 - Implementation and transition options; and,
 - Pay practices, policies and overall compensation program.
- The major consideration of the City is to establish market comparisons to the current level of compensation paid to all City job classifications.
- Market comparison to both public and private sector information
 - **Non-exempt positions:** compared to other public and private sector organizations in the Dallas-Fort Worth metropolitan area of similar size and complexity;
 - **Exempt level positions:** (generally found only in the public sector) compared to similar-sized cities and other public sector organizations throughout Texas;

City Compensation Philosophy

- A total compensation approach, including benefits, will be taken into consideration.
- Broad job classifications will be utilized to facilitate simplification and flexibility.
 - Internal equity job evaluation approach (DBTMM) consistent with broad class concept.
 - Positions will be placed in the salary structure based on their respective DBM rating of their job classification category and market data results
- Pay grade midpoints reflective of the 50th percentile of the relevant labor markets (public and/or private sector as available)
 - Pay structure where the midpoint = the defined labor market rates of pay

Decision Band™ Method

- DBM ratings address internal equity and supports development of pay structures.
- Decision bands within DBM include:
 - Band F – Top Level Policy Decisions
 - Band E – Programming Decisions
 - Band D – Interpretive Decisions
 - Band C – Process Decisions
 - Band B – Operational Decisions
 - Band A – Defined Decisions
- Bands are further subdivided into “grades” based on leadership responsibilities and “subgrades” based on areas such as difficulty and complexity.

Classification Structure

Classification Structure	Job Classifications	DBM Rating
Administrative Support	Administrative Support Assistant	A13
	Administrative Support Technician	B22
	Administrative Support Specialist	B23-B24
	Administrative Support Coordinator	B25
Fire	Firefighter Recruit	B21
	Firefighter	B22
	Fire Engineer	B24
	Fire Captain	C41
	Fire Battalion Chief	C45/C52
Library	Library Clerk	A12
	Library Assistant	B22
	Librarian	C41-C42
Maintenance & Operations	M&O Technician	A12-A13
	M&O Specialist	B22-B23
	M&O Supervisor	B31
	M&O Projects Specialist	B24-B25
	M&O Project Manager	C43

Classification Structure

Classification Structure	Job Classifications	DBM Rating
Management	Manager	D61-D62
	Director	E81-E83
	Assistant City Manager	E91
	City Manager	F101
Management-Program Support	Management Specialist	B24
	Management Analyst	C41
	Management Analyst Senior	C42
Police	Code Enforcement Officer	B21
	Police Officer Recruit	B22
	Police Officer	B23
	Police Sergeant	B32
	Police Lieutenant	C42
	Police Captain	D62

Survey Methodology – Benchmark Jobs

JOB CODE	BENCHMARK TITLE
1	Accounting Clerk*
2	Administrative Clerk*
3	Administrative Secretary*
4	Battalion Chief
5	Billing Supervisor*
6	Building Inspector^*
7	Building Maintenance Technician*
8	Building Official
9	City Engineer*
10	Community Development Director
11	Construction Manager*
12	Deputy Court Administrator
13	Economic Development Director
14	Equipment Operator*
15	Executive Secretary*
16	Field Operations Manager*
17	Field Operations Supervisor*
18	Field Technician*
19	Finance Manager*
20	Fire Captain
21	Fire Chief^
22	Fire Engineer
23	Firefighter/Paramedic

JOB CODE	BENCHMARK TITLE
24	Fleet Manager*
25	Human Resources Analyst*
26	Human Resources Director*
27	Information Services Manager*
28	Information Systems Technician*
29	Librarian*
30	Library Assistant (Circulation/Technology)
31	Library Clerk*
32	Mechanic – Fleet*
33	Meter Reader*
34	Municipal Court Administrator
35	Office Assistant*
36	Park Maintenance Superintendent*
37	Park Maintenance Worker*
38	Police Chief
39	Police Lieutenant
40	Police Officer
41	Police Sergeant
42	Public Works Director*
43	Recreation Specialist
44	Sign Technician
45	Systems Administrator*

^Data from Colleyville not available, positions vacant at time of analysis

*Data obtained from both public and private sources

Survey Methodology

- FLA developed a survey questionnaire to collect salary and benefits data. Questions in the survey were posed in a fashion that were standard and easy for participants to answer, as well as being easy to quantify and analyze.
- The survey results represent data from the following 23 organizations:

Participating Organizations
City of Bedford
City of Cedar Hill
City of Cedar Park
City of Conroe
City of Coppell
City of Duncanville
City of Eagle Pass
City of Euless
City of Galveston
City of Georgetown
City of Grapevine
City of Haltom City

Participating Organizations
City of Hurst
City of Keller
City of New Braunfels
City of North Richland Hills
City of Paris
City of Rowlett
City of Sherman
City of Southlake
City of Watauga
Town of Farmers Branch
Town of Flower Mound

Survey Methodology

- The following published survey data was utilized to make comparisons with the private sector:

Published Survey Sources
Economic Research Institute (ERI)
Hay Local Area Pay
Mercer Finance, Accounting & Legal
Mercer Human Resources
Mercer Information Technology
Mercer Metro Benchmark - South Central
PRM Not for Profit
Towers Watson CSR Accounting & Finance
Towers Watson CSR Call Center & Customer Service
Towers Watson CSR Engineering, Design & Drafting
Towers Watson CSR Human Resources
Towers Watson CSR Info Technology & e-Commerce
Towers Watson CSR Office & Business Support
Towers Watson CSR Supervisory & Middle Management
Towers Watson CSR Technical Support & Production

Results & Conclusion

Results of Market Comparison

- On an overall basis of all jobs combined, the amount that the City is above or below the market (public and private sectors) is shown in the tables below.
 - The 50th percentile of market data was used as the comparison point with the City actual salaries

Aggregate Comparison	Range Comparisons			Market Actuals vs City Range Midpoint	Market Actuals vs City Actual Salary
	Range Minimum	Range Midpoint	Range Maximum		
Non-Sworn Positions	1.2%	-3.7%	-6.5%	-2.6%	-5.3%

Aggregate Comparison	Range Comparisons			Market Actuals vs City Range Midpoint	Market Actuals vs City Actual Salary
	Range Minimum	Range Midpoint	Range Maximum		
Sworn Fire	-12.7%	-5.6%	0.6%	-1.1%	-13.4%
Sworn Police	0.6%	-0.5%	-1.6%	0.2%	-0.7%

Recommendations

Recommendation: Classification & Pay Structure

Proposed Pay Structure (Non-Sworn)

Job Classification	DBM	Min	Mid	Max	Range Spread
N/A	A11	\$23,750	\$28,500	\$33,250	40%
Library Clerk	A12	\$25,413	\$30,495	\$35,578	40%
Maintenance & Operations Technician Administrative Support Assistant Maintenance & Operations Technician	A13	\$28,462	\$34,154	\$39,847	40%
Code Enforcement Officer	B21	\$30,056	\$37,570	\$45,084	50%
Administrative Support Technician Library Assistant Maintenance & Operations Specialist	B22	\$32,160	\$40,200	\$48,240	50%
Administrative Support Specialist Maintenance & Operations Specialist	B23	\$34,641	\$43,301	\$51,961	50%
Administrative Support Specialist Maintenance & Operations Supervisor Maintenance & Operations Project Specialist Management Specialist	B24/B31	\$37,977	\$47,471	\$56,965	50%
Administrative Support Coordinator Maintenance & Operations Projects Specialist	B25/B32	\$41,303	\$51,629	\$61,954	50%

Recommendation: Classification & Pay Structure

Proposed Pay Structure (Non-Sworn) - Continuation

Job Classification	DBM	Min	Mid	Max	Range Spread
Librarian Management Analyst	C41	\$47,965	\$59,956	\$71,947	50%
Librarian Management Analyst Senior	C42	\$51,291	\$64,114	\$76,936	50%
Maintenance & Operations Project Manager	C43	\$54,617	\$68,271	\$81,925	50%
N/A	C44/C51	\$57,953	\$72,441	\$86,929	50%
N/A	C45/C52	\$61,279	\$76,599	\$91,918	50%
Manager	D61	\$65,328	\$84,926	\$104,524	60%
Manager	D62	\$68,526	\$89,084	\$109,641	60%
Manager	D63	\$71,724	\$93,241	\$114,758	60%
Director	E81	\$84,535	\$109,896	\$135,257	60%
Director	E82	\$88,762	\$115,391	\$142,019	60%
Director	E83	\$93,200	\$121,160	\$149,120	60%
Assistant City Manager	E91	\$97,860	\$127,218	\$156,576	60%
City Manager	F101	\$107,646	\$139,940	\$172,234	60%

Recommendation: Classification & Pay Structure

Proposed Sworn Police Pay Structure

	DBM	MIN	MID	MAX	Spread
Police Officer Recruit	B22	\$46,432	\$53,861	\$61,290	32%
Police Officer	B23	\$50,959	\$59,113	\$67,266	32%
Police Sergeant	B32	\$64,475	\$69,633	\$74,791	16%
Police Lieutenant	C42	\$80,193	\$85,405	\$90,618	13%
Police Captain	D62	\$89,935	\$101,177	\$112,419	25%

Proposed Sworn Fire Pay Structure

	DBM	MIN	MID	MAX	Spread
Firefighter/EMT	B21	\$46,317	\$52,338	\$58,359	26%
Firefighter/Paramedic	B22	\$48,975	\$55,342	\$61,708	26%
Fire Engineer	B24	\$56,034	\$61,358	\$66,681	19%
Fire Captain	C41	\$65,467	\$70,377	\$75,287	15%
Battalion Chief	C45/C52	\$73,244	\$82,400	\$91,555	25%

Cost to Fully Implement Recommendations

The cost associated with implementing the recommended classification and pay structure (maintaining relative position in proposed range) is represented in the table below:

Implementation Cost by Fund						
General	Utility	Drainage	CCCPD	CEDC	Juvenile Case Manager	TOTAL COST
\$636,822	\$50,725	\$16,422	\$11,632	\$14,405	\$5,208	\$735,214

Items to Note

- 157 out of 186 employees would have their pay adjusted by an average of 7.8%
- Implementation of this plan brings us up-to-date with the current market, but salaries will soon lag the market without funding of annual salary adjustments
- Funding for merit increases based on performance is not included
- Most cities are averaging a 3% merit increase budgeted for FY 2014

Partial Implementation Options

In addition to the recommended full implementation (costs shown on prior slide), there are partial implementation options available.

- Partial implementation would no longer maintain employees in their current position within the pay range
- Bring all employees whose current rate of pay is below the proposed minimum to the minimum of the proposed pay range
- Provide for a flat percentage increase for employees currently within the range based on current position within the range
 - ie, X% for those employees in the first quartile; X% for those employees in the second quartile, X% for those employees in the third quartile, X% for those employees in the fourth quartile)
- Implement based on a percentage of the 'Cost to Maintain Relative Position in Proposed Range' (ie, implement at 75%);
- Implement utilizing a multi-year approach, not to exceed 2 years (ie, 70% year 1 and 30% year 2).

Recommendation: Benefit Data Comparisons

- Due to the competitive nature of the City's current benefit offerings, no changes are recommended to the benefits provided by the City at this time.

Recommendation: Maintenance/Updates

- Salary Structure Maintenance/Updates
 - Annual Updates
 - In order to reflect necessary increases in the minimum and maximum rates appropriate for each job, the salary structure should be reviewed annually. FLA can provide the City with the average percentage increase for employee salaries and salary structures on an annual basis, or the City may use a labor market index.
 - It is recommended that the respective starting rates and maximums be increased by a **percentage** that reflects the market trends and the City's hiring experience. The use of a dollar amount increase would compress the structure over time.
 - Long-Term Updates
 - The City should reevaluate its overall structure at regular intervals (e.g., 2 to 3 years depending upon market movements) to ensure that its salary levels are consistent with the marketplace.
 - This would involve conducting a market salary study, such as was conducted here, every 2 to 3 years (depending on the economy) to make sure that the City's pay scales and employee salaries remain competitive.



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number PC-2

Agenda Date 07/16/2013

Type Pre Council

Department City Manager

Title

Presentation and update on fees and charges

Explanation

The purpose of this item is to provide a presentation and discussion of fees and charges as a part of the annual budget process. As the budget contains both revenues and expenditures, it is prudent to review the City's fees and charges during this time. An annual review is also important in that it works to avoid large adjustments that can occur if fees and charges are evaluated and updated infrequently.

As a part of the budget submittal process, departments identified needed fee changes and made recommendations for adjustment. The focus was on keeping fees current with the marketplace and ensuring that appropriate cost recovery occurs for staff time or other costs incurred.

Staff seeks direction from City Council to determine whether staff should proceed with their analysis and prepare the necessary ordinance amendments for the fees and charges discussed in the attached presentation. For many of the fees and charges, recommended adjustments could be brought back for formal City Council approval in September, concurrent with other budget items. A few particular items would require more time to formulate final recommendations, but would be brought forward upon completion of the necessary analysis.

Attachments

1. Development Fee Survey
2. Update on fees and charges

Colleyville Miscellaneous Permit Fee Survey 2013

Permit Type	North Richland Hills	Eules	Bedford	Hurst	Keller	Grapevine	Southlake	City Average	Colleyville (Current)	Colleyville (Proposed)
PUD Amendment	\$564	\$500 + \$10/acre	\$205+ \$205 (For each additional acre over 1)	\$600 (>10 acre) \$700 (<10 acre)	N/A	\$500 + \$25/acre	\$200	\$428	\$250	\$450
Amending Plat	\$248	\$275	\$100 + \$25/lot	\$250 + \$25/acre	\$200 + \$10/lot	\$200	\$300 + \$20/lot (res) \$300 + \$20/acre (comm)	\$224	\$150	\$250
ZBA/SBA	ZBA - \$186(res), \$220 (commercial) SBA - \$621	\$75	\$100	\$200	\$200	\$100	\$300	\$165 -ZBA \$228 - SBA	\$125	\$175 (for Both)
Fence permit	\$21.00 (wood) \$21.00 (iron)	*Based on Valuation Min \$30.00 + \$3.05/\$100	*Based on Valuation Min \$30.00 + \$4.00/\$100	*Residential Min \$75.00 Commercial on Valuation Min \$23.50 + \$3.05/\$100	*Based on Valuation Min \$23.50 + \$3.05/\$100	*Based on Valuation Min \$21.00 first \$500 Min \$21.00 + \$2.75/\$100	\$75.00	\$68.38	\$25.00	\$75.00
Wall sign	Base on sqft min \$57 max- \$2.00/sqft	*Based on Valuation Min \$30.00 + \$3.05/\$100	**Based on sqft Min \$50.00+	*Based on Valuation Min 23.50 first \$500 then Min 26.55 + \$3.05/\$100	*Based on Valuation Min \$23.50 + \$3.05/\$100	*Based on Valuation Min \$21.00 first \$500 Min \$21.00 + \$2.75/\$100	\$85.00	\$71.32	\$45.00	\$75.00
Development sign	Base on sqft min \$57 max- \$2.00/sqft	*Based on Valuation Min \$30.00 + \$3.05/\$100	**Based on sqft Min \$50.00+	*Based on Valuation Min 23.50 first \$500 then Min 26.55 + \$3.05/\$100	*Based on Valuation Min \$23.50 + \$3.05/\$100	*Based on Valuation Min \$21.00 first \$500 Min \$21.00 + \$2.75/\$100	\$25.00	\$70.10	\$35.00	\$75.00
New residence plan review	65% of permit fee added	No fee, Included in Permit	65% of Permit Fee Credit to Permit fee	No fee, Included in Permit	40% of permit fee added	No fee, Included in Permit	No fee, Included in Permit	N/A	Flat Fee \$250.00	Flat Fee \$350.00
Residential addition and remodel--Plan review	No fee, Included in Permit	No fee, Included in Permit	65% of Permit fee Credit to Permit fee	No fee, Included in Permit	40% of permit fee added	No fee, Included in Permit	No fee, Included in Permit	Based on 3 cities \$114.00	Flat Fee \$100.00	\$150.00

Colleyville Miscellaneous Permit Fee Survey 2013

\$10,000 and greater										
Footnote #1										
Swimming pool plan review fee	No fee, Included in Permit	**Comm. Only: Valuation	No fee, Included in Permit	No fee, Included in Permit	No fee, Included in Permit	No fee, Included in Permit	No fee, Included in Permit	N/A	\$25.00	\$50.00
Grading and earthwork permit	\$93.00	Determined by Eng. Dept.	*\$38.00 min +sqft	Determined by Public Works	\$25/lot \$100/acre	10% of permit fee	\$100.00	\$83.67	\$55.00	\$75.00
Temporary Construction Trailer	\$62.00	\$50.00	\$38.00	\$25.00	\$58.50	Based on Value of Construction	\$75.00	\$56.79	\$94.00	\$100.00

* **City of North Richland Hill:** permit fees based on dollar valuation (e.g. minimum: Sum; \$28.00 + \$3.26 for each additional \$100.00 or fraction thereof). For a complete permit fee list refer to the table in the Appendix-A "Fee Schedule".

* **City of Euless:** permit fees based on dollar valuation (e.g. minimum: Sum; \$30.00 + \$3.06 for each additional \$100.00 or fraction thereof). For a complete permit fee list refer to the table in the Table 30-13(d) "Fee Schedule".

* **City of Bedford:** permit fees based on dollar valuation (e.g. minimum: Sum; \$30.00 + \$4.00 for each additional \$100.00 or fraction thereof). For a complete permit fee list refer to the table in the Table 30-13(d) "Fee Schedule".

* **City of Hurst:** permit fees based on dollar valuation (e.g. minimum: \$23.50 for the first \$500.00 then Sum; \$26.55 + \$3.05 for each additional \$100.00 or fraction thereof). For a complete permit fee list refer to the table in "Fee Schedule" City of Hurst.

* **City of Keller:** permit fees based on dollar valuation (e.g. minimum: Sum; \$23.50 + \$3.50 for each additional \$100.00 or fraction thereof). For a complete permit fee list refer to the table in the Table 4-120 "Fee Schedule".

* **City of Grapevine:** permit fees based on dollar valuation (e.g. minimum: \$21.00 for the first \$500.00 then Sum; \$21.00 + \$2.75 for each additional \$100.00 or fraction thereof, to and including \$2000.00). For a complete permit fee list refer to the Exhibit A; table1-An in "Building Permit Fees" City of Grapevine.

* **Foot Note #1, City Averages:** In order to establish a common denominator between permits evaluated on a valuation cost verses permit costs based on a flat fee, the city averages category of residential remodels has been based on two classes

1. \$10,001.00 (greater than)
2. \$9,999.00 (less than)

Colleyville Miscellaneous Permit Fee Survey 2013

***Foot Note #2, City Averages:** In order to establish a common denominator between permits evaluated on a valuation cost verses permit costs based on a flat fee, the city averages category of residential and commercial new construction has been based on a \$500,001.00 structure or in the case based on dollar amount per square foot a 5,000 square foot structure was used for the example.

Annual Review of Fees & Charges

Pre Council Meeting
July 16, 2013



Overview

- Review fees and charges annually during the budget process → Budget includes revenues & expenditures
- Focus on keeping fees current with the marketplace and recovering costs to the greatest extent possible
- Works to avoid large adjustments that can occur if fees and charges are only evaluated and updated once every 5+ years
- Departments identified needed changes and made recommendations for adjustment during the budget submission process

Purpose

- To determine if the City Council would like for staff to proceed with their analysis and prepare the necessary ordinance amendments for the fees and charges discussed
- For many of the fees and charges discussed tonight, recommended adjustments could be brought back for formal Council approval in September along with other budget items (a few may require more time to formulate recommendations)

Engineering Fees & Charges

Drainage Fee

- Fee currently based on type of land use; not impervious area
- Amount of fee should represent the relative impact to the City's drainage system
- An updated drainage fee would potentially allow for additional funding of
 - Drainage capital projects
 - Equipment replacement

Recommendation

- Conduct analysis to determine impact on drainage system by amount of impervious area → update fee accordingly

Map & Large Document Printing

- Replace current language for fees for printing copies of maps and large documents

The following schedule of fees shall be administered by the city engineer:

Floodplain map\$ 3.00

Storm drainage master plan35.00

Maps:

11" × 17"4.00

20" × 20"7.00

36" × 36"15.00

62" × 6240.00

Recommendation

- All materials will be distributed on CD for a flat fee of \$25



New Home Sanitary Sewer Inspection Fee

- Before a certificate of occupancy on a new house is issued, the service line and main would be inspected to ensure it is not blocked by construction debris
- This would be a separate fee collected at the time the building permit is issued
- Est. \$150-200 to recover costs (Keller charges \$225)
- This inspection would be outsourced

Inspection Fee & Deposit

(for inspections outside of business hours)

- Fee for all inspections performed outside of regular business hours is currently \$30 per hour (4 hour minimum on Saturday; no Sundays)
- Inspections of public or private improvements

Recommendation

- Fee of \$50 per hour to cover costs
- Deposit Required:
 - \$100 to be paid before close of business on Friday
 - \$50 per hour; minimum of 2 hours = \$100 deposit
 - Would be credited towards their bill



Development Fees & Charges

PUD Amendment

- PUD Amendment is a formal amendment to an existing PUD Ordinance
- A new PUD Zoning Fee is \$500 + 5 per acre
- Staff time spent on PUD Amendments is similar to that spent on a new PUD request → intent is to recover the cost of staff time spent on administrative review

Recommendation

- Change fee from \$250 to \$450
- City Average is \$428

Amending Plat

- Amending a Plat requires administrative approval only
- An increase is recommended due to
 - the amount of staff time spent on the plat
 - consistency with existing plat fees
 - the results of the survey of fees charged by our surrounding cities

Recommendation

- Change fee from \$150 to \$250
- City Average is \$224

ZBA/SBA Variance

- Fee charged for variance requests to the Zoning Board of Adjustment and the Sign Board of Appeals
- An increase is recommended for both fees due to
 - the amount of staff time spent on review of the application
 - the results of the survey of fees charged by our surrounding cities

Recommendation

- Change both fees from \$125 to \$175
- City Average is \$165- ZBA Variance/Appeal
- City Average is \$228- Sign Board Appeal

Miscellaneous Permit Fees

<u>Permit Type</u>	<u>City Avg.</u>	<u>Current</u>	<u>Proposed</u>
Fence Permit	\$68.38	\$25.00	\$75.00
Wall Sign	\$71.32	\$45.00	\$75.00
Development Sign	\$70.10	\$35.00	\$75.00
New Residence Plan Review	N/A	\$250.00	\$350.00
Swimming Pool Plan Review	N/A	\$25.00	\$50.00
Grading & Earthwork	\$83.67	\$55.00	\$75.00
Residential Addition/Remodel Plan Review (\$10,000+)	\$114.00	\$100.00	\$150.00
Temporary Construction Trailer	\$56.79	\$94.00	\$100.00



Colleyville Center Fees & Charges



Combine Balustrada and Chair Rental

- Balustrada Rental is \$150
- Currently, guests must arrange for chair drop off & pick up
- Center has purchased chairs
- Recommend: Combined Fee of \$300 for Balustrada Rental AND Chair Rental
- Colleyville Center Advisory Committee unanimously approved at May 20th meeting



Weekend Standard Rental Rates

(8 hours; entire building)

Typical Use:

- 76% weekend bookings are non-resident
- 40% avg. 250-300 guests
- Attracting very young adults
- Alcohol is served at the events

Resulting Issues:

- Additional staffing is required (2 event staff vs. 1)
- Wear and tear on building from large parties
- Wear and tear on building from allowing food brought in from renters and outside vendors
- Evening music volume must be monitored to avoid noise complaints from nearby property owners

Weekend Standard Rental Rates

(8 hours; entire building)

Proposed Rate Changes: Non-Resident

- Friday & Sunday \$1,600 → \$1,800
- Saturday \$1,800 → \$2,200

Proposed Rate Changes: Colleyville Resident/Business

- 20% discount on rates
- Friday & Sunday \$1,280 → \$1,440
- Saturday \$1,440 → \$1,760

Proposed Rate Changes: Non-Profits

- 50% discount on rates for Friday and Sunday; 20% discount on rates for Saturday
 - Friday & Sunday \$800 → \$900
 - Saturday \$1,440 → \$1,760
- ❖ Colleyville Center Advisory Committee approved at May 20th meeting by voting members present (7 ayes; 1 abstention)
 - ❖ All Center bookings through September 30, 2013 will have existing rental rates grandfathered even if the event is held after that date



Parks and Recreation Fees & Charges

To be Considered...

- After the re-branding study has been completed (anticipated Fall 2013)
- Wait to take a comprehensive look at that time

Questions and Discussion



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number PC-3

Agenda Date 07/16/2013

Type Pre Council

Department Public Works

Title

Discussion of a future worksession regarding sidewalks

Explanation

This item is to select a date for a City Council worksession to discuss possible revisions to the sidewalk policy as adopted by the 2008 Colleyville Supplemental Sidewalk Map. Staff recommends one of the following dates for the worksession: October 22, 23, 24, 29, or 30.

Attachments



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number PC-4

Agenda Date 07/16/2013

Type Pre Council

Department Finance

Title

Presentation of the Monthly Financial Report - June 2013

Explanation

General Fund

The percentage of current year taxes collected through the end of June is 98.64%, which is slightly behind that collected as of June 2012. Sales tax revenue received in June increased 13.36% or \$25,942 from the amount received in June 2012. Year to date General Fund sales tax is up 8.37% (\$132,918.) This is the fourth month of increased sales tax revenues as compared to the prior year, and is the highest June allocation ever reported. Thirteen new residential building permits were issued this month compared to 15 issued this time last year. Permit revenues exceed budgeted projections by \$95,746. Revenues received from fines are down 7.48% compared to budgeted projections. Through June 2013, 490 fewer citations were issued, a decrease of 5.6%, when compared to last year. Also, due to the new court software installation and conversion, warrant issuance was delayed until mid-year, which also caused a decrease in revenues when compared to last fiscal year, however, all warrants have now been issued and are up to date. Ambulance collections are slightly behind budgeted projections and Colleyville Center's revenues are ahead of projections by \$22,957. The average amount expended by the General Fund departments at the end of June is 65.81% of the total appropriation versus 67.00%, which was projected to be spent.

Utility Fund

Water usage has increased when compared to the amount sold through June 2012. The average amount expended by the Utility Fund departments at the end of June is 61.25% of the total appropriation versus 65.37%, which was projected to be spent.

Attachments

1. June 2013 Monthly Financial Report

MONTHLY FINANCIAL REPORT - JUNE 2013

GENERAL FUND		RECEIVED	PROJECTED	RECEIPT VS	RECEIVED	PERCENT
REVENUE SOURCE	FY 2013	AS OF	AS OF	PROJECTED	AS OF	CHANGE OVER
	BUDGET	6/30/2013	6/30/2013	INCR (DECR)	6/30/2012	PRIOR YEAR
Current Taxes	\$10,825,606	\$10,738,004	\$10,732,244	0.05%	\$10,514,224	2.13%
Delinquent Taxes	72,000	60,716	57,600	5.41%	89,197	-31.93%
Penalty & Interest	63,000	57,503	68,972	-16.63%	62,403	-7.85%
TOTAL AD VALOREM TAXES	\$10,960,606	\$10,856,223	\$10,858,816	-0.02%	\$10,665,825	1.79%
Oncor Electric	\$840,000	\$891,771	\$840,000	6.16%	\$1,024,876	-12.99%
Tri-County Electric	115,000	100,229	115,000	-12.84%	118,281	-15.26%
Atmos Gas	335,000	289,708	335,000	-13.52%	333,098	-13.03%
AT&T	85,000	63,518	63,750	-0.36%	65,395	-2.87%
Verizon/Others	75,000	68,248	56,250	21.33%	65,690	3.89%
Refuse/Recycling	145,800	116,602	109,350	6.63%	104,485	11.60%
Cable TV	378,000	347,815	283,500	22.69%	305,267	13.94%
TOTAL FRANCHISE TAXES	\$1,973,800	\$1,877,891	\$1,802,850	4.16%	\$2,017,091	-6.90%
Sales Tax	\$2,675,000	\$1,721,468	\$1,659,019	3.76%	\$1,588,550	8.37%
Mixed Beverage Tax	67,000	50,991	50,250	1.47%	48,595	4.93%
TOTAL SALES TAX	\$2,742,000	\$1,772,459	\$1,709,269	3.70%	\$1,637,145	8.27%
Building	\$485,768	\$388,579	\$364,326	6.66%	\$526,524	-26.20%
Plumbing	48,680	42,681	36,510	16.90%	57,512	-25.79%
Mechanical	28,868	29,781	21,651	37.55%	34,658	-14.07%
Electrical	37,568	39,963	28,176	41.83%	49,243	-18.85%
City License	37,372	31,605	28,029	12.76%	36,925	-14.41%
Building Plan Review Fee	55,207	79,549	41,405	92.12%	85,741	-7.22%
New Business	3,372	3,995	2,529	57.97%	4,324	-7.61%
Sign Permit	5,463	4,330	4,097	5.68%	5,450	-20.55%
Fence Permit	3,500	3,625	2,625	38.10%	3,675	-1.36%
Fire Permits	6,500	5,150	4,875	5.64%	6,825	-24.54%
Irrigation Permit	13,660	10,956	10,245	6.94%	12,699	-13.73%
TOTAL LICENSES & PERMITS	\$725,958	\$640,215	\$544,469	17.59%	\$824,036	-22.31%
Fines	\$795,000	\$551,661	\$596,250	-7.48%	\$650,290	-15.17%
Alarm Fees	52,000	39,288	39,000	0.74%	37,780	3.99%
Library Fines	20,969	19,286	15,727	22.63%	17,256	11.76%
TOTAL FINES	\$867,969	\$610,234	\$650,977	-6.26%	\$705,326	-13.48%

MONTHLY FINANCIAL REPORT - JUNE 2013

REVENUE SOURCE	FY 2013 BUDGET	RECEIVED AS OF 6/30/2013	PROJECTED AS OF 6/30/2013	RECEIPT VS PROJECTED INCR (DECR)	RECEIVED AS OF 6/30/2012	PERCENT CHANGE OVER PRIOR YEAR
Re-zoning	\$7,500	\$6,080	\$5,625	8.09%	\$10,455	-41.85%
Plat Fee/Site Plan	4,000	8,530	3,000	184.33%	5,373	-58.77%
Board of Adjustment	1,250	1,625	938	73.33%	2,000	-18.75%
Sale of Material	100	158	75	110.33%	103	52.86%
Weed Mowing	6,500	5,677	4,875	16.45%	6,465	-12.19%
Ambulance	275,000	204,053	206,250	-1.07%	244,950	-16.70%
Recreation Program	145,000	109,678	108,750	0.85%	118,779	-7.66%
Non-Resident Fee Parks	36,570	35,838	36,570	-2.00%	36,525	-1.88%
Field Use Charge	22,500	20,575	22,500	-8.56%	22,110	-6.94%
Engineering & Inspection	0	48,453	0	100.00%	12,424	289.99%
Colleyville Center Rental	230,000	195,457	172,500	13.31%	184,402	5.99%
Lot Drainage Insp Fee	16,875	10,125	12,656	-20.00%	15,125	-33.06%
TOTAL CHARGES FOR SERVICE	\$745,295	\$646,248	\$573,739	12.64%	\$659,766	-2.05%
SRO Officer Reimb	\$89,792	\$94,282	\$89,792	5.00%	\$89,792	5.00%
Keller Court	\$216,980	\$110,305	\$108,490	1.67%	\$0	100.00%
TOTAL INTERGOVERNMENTAL	\$306,772	\$204,587	\$198,282	3.18%	\$89,792	127.85%
Sale of Surplus Property	\$10,000	\$0	\$0	0.00%	\$6,195	-100.00%
Interest Income	35,000	21,250	22,750	-6.59%	27,444	-22.57%
Miscellaneous	54,000	83,548	55,585	50.31%	46,321	80.37%
Use of Available Cash	1,000,000	0	0	0.00%	0	0.00%
Antenna Lease	70,040	59,559	56,728	4.99%	56,728	4.99%
TOTAL MISCELLANEOUS	\$1,169,040	\$164,358	\$135,063	21.69%	\$136,688	20.24%
Transfer from Utility Fd	\$956,469	\$0	\$0	0.00%	\$0	0.00%
TOTAL TRANSFERS	\$956,469	\$0	\$0	0.00%	\$0	0.00%
TOTAL GENERAL FUND REVENUES	\$20,447,909	\$16,772,216	\$16,473,464	1.81%	\$16,735,668	0.22%

MONTHLY FINANCIAL REPORT - JUNE 2013

	FY 2013 BUDGET	THROUGH 6/30/2013	THROUGH 6/30/2012	TOTAL INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
% OF CURRENT TAX ROLL COLLECTED	99.0%	98.64%	98.79%	-0.15%	-0.15%
RESIDENTIAL BLDG PERMITS	132	72	117	(45)	-38.46%
COMMERCIAL BLDG PERMITS	7	6	6	0	0.00%
CITATIONS ISSUED	11,750	8,346	8,836	(490)	-5.55%

GENERAL FUND EXPENSES

	FY 2013 BUDGET	EXPENDED THROUGH 6/30/2013	YEAR-TO-DATE PROJECTED EXPENDITURES	% OF BUDGET EXPENDED	BUDGET REMAINING
City Council	\$203,306	\$178,089	\$179,763	87.60%	\$25,217
City Manager	600,530	423,239	424,984	70.48%	177,291
City Secretary	319,696	245,450	247,403	76.78%	74,246
Finance	434,896	347,211	347,641	79.84%	87,685
Legal	130,460	112,610	112,610	86.32%	17,850
Engineering	393,139	304,657	305,536	77.49%	88,482
Economic Development	379,692	209,329	217,864	55.13%	170,363
Building Inspection	307,617	205,458	213,470	66.79%	102,159
Community Development	238,064	149,423	150,815	62.77%	88,641
Fire	4,113,285	3,151,197	3,168,798	76.61%	962,088
Police	4,197,317	3,131,908	3,139,875	74.62%	1,065,409
Parks	1,388,218	821,785	828,135	59.20%	566,433
Recreation	309,175	164,431	177,034	53.18%	144,744
Senior Center	51,328	16,409	17,723	31.97%	34,919
Street Maintenance	3,340,996	1,270,282	1,399,864	38.02%	2,070,714
Library	717,534	484,587	491,445	67.54%	232,947
Communications	142,676	100,967	102,503	70.77%	41,709
Colleyville Center	382,537	284,307	284,457	74.32%	98,230
Human Resources	237,510	163,488	164,116	68.83%	74,022
Municipal Court	411,805	285,465	289,989	69.32%	126,340
Fleet Maintenance	227,322	160,290	160,850	70.51%	67,032
Building Services	325,559	203,877	209,124	62.62%	121,682
Information Services	757,927	609,084	633,403	80.36%	148,843
Capital Equipment Reserve	231,000	231,000	231,000	100.00%	0
Strategic Initiatives Fund Transfer	200,000	200,000	200,000	100.00%	0
Performance Pay	402,751	-	-	0.00%	402,751
TOTAL EXPENSES	\$20,444,340	\$13,454,541	\$13,698,400	65.81%	\$6,989,799

MONTHLY FINANCIAL REPORT - JUNE 2013

UTILITY FUND

REVENUE SOURCE	FY 2013 BUDGET	RECEIVED AS OF 6/30/2013	PROJECTED AS OF 6/30/2013	RECEIPT VS PROJECTED INCR (DECR)	RECEIVED AS OF 6/30/2012	PERCENT CHANGE OVER PRIOR YEAR
Water Sales	\$9,361,814	\$6,399,732	\$6,858,015	-6.68%	\$5,857,766	9.25%
Sewer Sales	2,884,565	2,368,581	2,163,424	9.48%	2,241,840	5.65%
Sewer Installation	7,000	7,900	5,250	50.48%	11,300	-30.09%
Water Installation	21,000	19,640	15,750	24.70%	23,220	-15.42%
Sewer Tie-on Charges	5,000	0	0	0.00%	0	0.00%
Engineering Charges	5,000	22,662	3,750	504.33%	7,083	219.94%
Penalties	183,696	131,581	137,772	-4.49%	146,224	-10.01%
Miscellaneous	13,000	13,109	9,750	34.45%	12,882	1.76%
TOTAL OPERATING INCOME	\$12,481,075	\$8,963,205	\$9,193,710	-2.51%	\$8,300,315	7.99%
Interest Income	\$20,300	\$27,357	\$20,300	34.77%	\$23,459	16.62%
TOTAL NON-OPERATING INCOME	\$20,300	\$27,357	\$20,300	34.77%	\$23,459	16.62%
TOTAL INCOME	\$12,501,375	\$8,990,562	\$9,214,010	-2.43%	\$8,323,774	8.01%

	THROUGH 6/30/2013	THROUGH 6/30/2012	TOTAL INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
GALLONS OF WATER SOLD	1,524,735,960	1,505,221,300	19,514,660	1.30%
NUMBER OF WATER CUSTOMERS	9,348	9,219	129	1.40%

UTILITY FUND EXPENSES

	FY 2013 BUDGET	EXPENDED THROUGH 6/30/2013	YEAR-TO-DATE PROJECTED EXPENSES	% OF BUDGET EXPENDED	BUDGET REMAINING
Billing	382,501	267,465	\$269,873	69.93%	115,036
Operations	9,414,733	5,804,234	6,305,524	61.65%	3,610,499
Utility Support	661,488	616,628	620,435	93.22%	44,860
Debt Service	827,824	810,574	810,574	97.92%	17,250
Performance Pay	28,470	0	0	0.00%	28,470
Interfund loan repayment	44,286	44,286	44,286	100.00%	0
Transfer to General Fund	956,469	\$0	0	0.00%	956,469
TOTAL EXPENSES	\$12,315,771	\$7,543,187	\$8,050,692	61.25%	\$4,772,584



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number PC-5

Agenda Date 07/16/2013

Type Pre Council

Department City Secretary

Title

Discussion of the July 16, 2013, City Council regular agenda items



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 1

Agenda Date 07/16/2013

Type Executive Session

Department City Secretary

Title

Section 551.071 - Legal - Consultation with attorney on legal issues raised by public hearing or action items on the agenda

Section 551.071 - Legal - Advice from the City Attorney regarding drainage

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

Attachments

RESOLUTION R-13-3652

**A RESOLUTION APPROVING CITY COUNCIL ACTION
REGARDING EXECUTIVE SESSION ITEMS AT THE REGULAR
CITY COUNCIL MEETING OF JULY 16, 2013**

WHEREAS, following discussion in Executive Session, and in full accordance with the requirements of the Open Meetings Act, the City Council determines that the following action is in the best interests of the health, safety, and welfare of the public.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT the following actions of the City Council are hereby adopted and approved:

a. THAT

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____ ABSTENTIONS ON THIS THE 16TH DAY OF JULY 2013.

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley
City Secretary

David Kelly
Mayor



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 3

Agenda Date 07/16/2013

Type Announcements, Proclamations and Presentations

Department City Secretary

Title

In recognition of Colleyville's featured business - Luke's Locker, 5505 Colleyville Boulevard, Suite 102 - Mark Murphy and Paul Hudson - Mayor David Kelly and Economic Development Director Marty Wieder

Donation to Special Olympics Texas from the Old Tyme BBQ event - Mayor David Kelly and Captain Robert Hinton

Attachments

RESOLUTION R-13-3653

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF
JULY 16, 2013**

WHEREAS, City Council has taken action on certain items on the agenda under Consent Items.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF COLLEYVILLE, TEXAS:**

- Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:
- a. Approval of the minutes of the City Council worksession of June 26, 2013
 - b. Approval of the minutes of the regular City Council meeting of July 2, 2013
 - c. Approval of bid award for medical and dental insurance to Blue Cross Blue Shield and third-party administration of the flexible spending account and health reimbursement account to Total Administrative Services Corporation, and authorize the city manager to execute the agreement

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____
ABSTENTIONS ON THIS THE 16TH DAY OF JULY 2013.

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley
City Secretary

David Kelly
Mayor



City of Colleyville

City Council Worksession

Minutes - Draft

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Wednesday, June 26, 2013

Mayor David Kelly called the Colleyville City Council Worksession to order on June 26, 2013, at 6:16 p.m.

ROLL CALL: Mayor David Kelly, Mayor Pro Tem Mike Taylor and Councilmembers Carol Wollin, Chuck Mogged, Stan Hall, Jody Short, and Tom Hart.

City Manager Jennifer Fadden, Assistant City Manager and Chief Financial Officer Terry Leake, Police Chief Mike Holder, Captain Robert Hinton, Interim Fire Chief Clif Nelson, Economic Development Director Marty Wieder, Parks and Recreation and Library Director Mary Rodne, Human Resources Director Michelle Reyes, Colleyville Center Manager Leslie Hill, Public Works Director Bob Lowry, City Engineer Jeremy Hutt, Management Assistant James Hubbard, Finance Manager Karen Hines, Community Development Director Ron Ruthven, Communications and Marketing Director Mona Gandy, Parks Superintendent Tim Hightshoe, Strategic Services Manager Adrienne Lothery, Information Systems Manager Chris Pena, and City Secretary Amy Shelley.

2. PRESENTATION AND DISCUSSION

2a Update on the Fiscal Year 2014 budget process and Munis

Strategic Services Manager Adrienne Lothery presented an update regarding the Fiscal Year 2014 budget process and MUNIS.

Councilmember Mogged questioned staff regarding cost reductions, are the trade-in packages applicable to those cost reductions? Manager Lothery replied there are several opportunities for cost savings within this budget process. City Manager Jennifer Fadden explained staff would present major cost saving initiatives to City Council, prior to including them in the budget process.

Mayor Pro Tem Taylor questioned staff regarding the budget software. Manager Lothery stated she is very pleased with the budget component of the software.

Councilmember Hall questioned staff regarding how quick the software updates. Finance Manager Karen Hines explained it is updated as soon as the checks are posted, usually within the same week.

2b Update of major funds financial forecast

Strategic Services Manager Adrienne Lothery presented the major funds financial forecast.

Mayor Pro Tem Taylor questioned staff regarding if the patrol cars have a decal which states, "Paid for by CCCPD"? Mayor Kelly replied no.

Mayor Pro Tem Taylor stated he would like staff to consider placing such a decal on the patrol cars so citizens know where their tax dollars are being spent.

Mayor Pro Tem Taylor questioned staff regarding why the street maintenance draw down stops in 2019. Manager Lothery replied it was determined that in the year 2019 the draw down would stop in order to maintain a comfortable level in the fund balance.

Mayor Kelly questioned staff regarding the number of days of reserve to have on hand. Assistant City Manager/Chief Financial Officer Terry Leake replied 90 days for the reserve.

Councilmember Hall questioned staff regarding when the contract for the Bedford Response Area in Colleyville (BRAC) ends. Mayor Kelly stated the contract ends in 2015.

Mayor Pro Tem Taylor questioned staff regarding the available funding from the BRAC contract. Manager Lothery explained the funds become available for use, but not as an increase in the budget.

Councilmember Mogged questioned staff regarding the history of the one and a half percent. Manager Lothery replied inflationary costs for expenditures are reflected by this percent. Mayor Kelly added the budget has always been very conservative in the estimates.

Mayor Kelly questioned staff regarding if the street construction includes the curb and gutter. Public Works Director Bob Lowry replied yes.

Councilmember Mogged questioned staff regarding the two percent (2%) for the non-discretionary. Manager Lothery explained the 2% is located in everything but the Trinity River Authority (TRA) amounts.

Mayor Kelly questioned staff regarding the new police personnel; will they have a new vehicle? Police Chief Mike Holder replied yes.

Mayor Kelly questioned staff regarding the cost of the compensation study. Manager Lothery explained this will have to come from the \$700,000.

Councilmember Hall questioned staff regarding if savings still exist from the merger with Colleyville and Keller regarding jail services? Chief Holder replied yes.

Mayor Kelly explained the one city was going to charge more of a yearly fee, and wanted help from Colleyville to contribute to the new building.

Councilmember Hart questioned staff regarding the number of new personnel. City Manager Jennifer Fadden explained there are several other requests for additional personnel, above and beyond the City Council commitment for police officers and firefighters, however, staff will review and present those requests later in the budget process.

Mayor Pro Tem Taylor questioned staff regarding if City Council has three options. City Manager Jennifer Fadden explained these were scenarios, not options, but staff will present a balanced budget at the August 13th worksession. She explained staff wants to present the entire budget picture, in terms of available resource appropriation of what is being considered for this next fiscal year and other years to come.

Councilmember Hall questioned staff regarding the economic initiatives. City Manager Jennifer Fadden explained those initiatives are in the strategic services fund.

Councilmember Hall questioned staff regarding the available balance. City Manager Jennifer Fadden replied there is approximately \$200,000 available.

Councilmember Hall questioned staff regarding the amount received from Whole Foods, where are those funds listed? City Manager Jennifer Fadden explained those funds are put into the general fund and are utilized for delivery of services. Mayor Kelly explained there are also TIF grant monies for specific purposes of economic initiatives. Manager Lothery explained in the Fiscal Year 2015 budget, a \$100,000 dollar increase has been estimated for Whole Foods.

City Manager Jennifer Fadden stated staff would appreciate any thoughts or City Council direction regarding the budget.

Councilmember Hall stated having concerns with showing the BRAC as a revenue when it has been an expenditure. Manager Lothery stated staff wanted to show this amount as coming back into the budget to be used to help cover expenditures.

Mayor Pro Tem Taylor questioned staff regarding if the mutual aid agreements are standing agreements. Mayor Kelly replied yes. City Manager Jennifer Fadden added the mutual aid agreements are with all neighboring cities.

Councilmember Mogged questioned staff regarding if there are measurements in place to help deliver these services for less. City Manager Jennifer Fadden explained

those options are on the radar; however, staff cannot incur those extra duties to implement an efficiency/process improvement team.

Mayor Kelly stated there needs to be enough staff to cover the future new developments; therefore the personnel may need to be increased in Community Development. City Manager Jennifer Fadden explained staff has provided those details in the service level enhancements, regarding the necessary personnel, given what the future workloads will require.

Mayor Pro Tem Taylor questioned the \$600,000 on the compensation/classification study. City Manager Jennifer Fadden replied the amount includes implementing the results of a study currently underway with Fox Lawson. She stated the results will be seen at the July 16th City Council meeting.

Mayor Pro Tem Taylor stated this will be in excess of what was done with the police department compression. City Manager Jennifer Fadden concurred.

City Manager Jennifer Fadden explained the results of the study will bring Colleyville in line with the competitive market.

Mayor Pro Tem Taylor questioned staff regarding if the study is completed. City Manager Jennifer Fadden replied the study results will be presented to City Council on July 16.

Councilmember Hall questioned staff regarding if this will be the cost of implementing the study. City Manager Jennifer Fadden replied yes and the amount would then be added to payroll in the upcoming years.

City Manager Jennifer Fadden stated we have known that over the last couple of years, over 50 percent of Colleyville employees are five percent below the competitive market.

Mayor Pro Tem Taylor stated with the police department compression, Colleyville was really \$800,000 out of line with the market. City Manager Jennifer Fadden concurred.

Mayor Pro Tem Taylor questioned staff if anymore adjustments will be coming forward in the future. City Manager Jennifer Fadden explained additional adjustments may have to be made in or to keep up with the market.

Mayor Pro Tem Taylor questioned staff regarding if this will also clean up classifications for each job assignment. City Manager Jennifer Fadden replied yes.

Councilmember Wollin questioned the benefit or liability of doing the study this year versus doing it next year. City Manager Jennifer Fadden explained the current

service level enhancements and stated these items will be presented, in detail, at the August 13th meeting.

Councilmember Short questioned staff regarding if there are cooperative efforts with contracts. City Manager Jennifer Fadden replied yes, absolutely.

Public Works Director Bob Lowry explained Grapevine has staff in house to maintain traffic signals. Councilmember Short stated they may be willing to pick up our traffic signals.

Mayor Kelly questioned City Council regarding implementation of the compensation study. Councilmember Hall stated he would like to see the results before providing guidance of implementation.

Mayor Pro Tem Taylor stated the place holder of \$600,000 needs to remain. He stated implementation in the past has been done in partials, therefore compounding this budget.

Mayor Kelly stated staffing levels are at about 30 percent compared to the surrounding cities.

Mayor Pro Tem Taylor stated City Council may have to approve those salary adjustments once the results are given. City Manager Jennifer Fadden explained the information will be presented at the July 16th meeting.

Councilmember Hall stated the \$2.4 million dollars in street maintenance funding needs to remain in place. Mayor Kelly stated other revenue sources such as a bond will have to be issued, since this cannot be maintained out of the revenue sources available.

Mayor Pro Tem Taylor stated not seeing street projects done through bond issuance/packages in Colleyville.

Councilmember Hall stated he did not think citizens will go for such a bond issuance. He stated citizens expect roads to be taken care of with their taxes. Mayor Kelly explained it is, up to certain levels, however, certain levels cannot be maintained with the current revenue sources. Councilmember Hart stated he feels the citizens will support it.

Mayor Pro Tem Taylor stated the citizens are going to support the roads in which they heavily travel.

2c Presentation of the Capital Improvements Plan (CIP)

Public Works Director Bob Lowry presented the Capital Improvements Plan (CIP).

City Manager Jennifer Fadden explained the TIF monies and how those funds are used regarding roadway construction.

Mayor Pro Tem Taylor questioned staff regarding the available TIF funding. Director Lowry replied this includes the amount of funding available minus the other TIF commitments.

Mayor Pro Tem Taylor questioned staff regarding the TIF revenue decreases in the upcoming years. Assistant City Manager/Chief Financial Officer Terry Leake explained these are conservative available amounts to be spent on other commitments within the TIP project plan.

Mayor Kelly questioned staff regarding if the school district is excluded. Assistant City Manager/Chief Financial Officer Terry Leake replied yes.

Mayor Pro Tem Taylor questioned why are the available TIF funds dropping off rather than increasing. Assistant City Manager/Chief Financial Officer Terry replied with some of the projects being completed, there will not be a tremendous amount of growth over the next few years. She explained it is entirely likely that the \$3,000,000 would be spent in 2017 based on the project plan. She stated some of the funds, from the original project plan in 1998, have not been spent. She added over the next five years, that money will be spent on projects within the TIF.

City Manager Jennifer Fadden stated in 2019 the debt becomes fully serviced. Assistant City Manager/Chief Financial Officer Terry Leake explained that \$700,000 in debt is spent each year.

Mayor Pro Tem Taylor questioned staff regarding if the TIF will collapse at that point. City Manager Jennifer Fadden explained City Council amended the TIF to continue to 2029 with additional categories for the remainder of the TIF. She stated \$44 million will be available to be spent through the life of the TIF.

Councilmember Mogged questioned staff regarding the construction of a sidewalk versus a trail along Glade Road. Director Lowry replied some sidewalks and trails currently exist on Glade Road. He added more right-of-way is needed for a trail versus a sidewalk.

Councilmember Hart questioned staff regarding the right-of-way on Pleasant Run Road. Director Lowry replied some right-of-way may need to be acquired.

Councilmember Short questioned staff regarding if any money will be recovered from the gas drilling operation as it relates to Pleasant Run Road. Director Lowry replied \$30,000 has been received. He stated not much additional damage has occurred with this operation.

Councilmember Mogged questioned staff regarding the Whites Chapel Road bridge, is it in Colleyville? Director Lowry replied it is shared with Southlake.

Mayor Pro Tem Taylor questioned staff regarding if the construction on Glade Road is to begin at Pool Road and end at Bransford Road. Director Lowry stated the consultant has not concluded what Phase I will include.

Councilmember Mogged questioned staff regarding the \$17 million. Director Lowry replied the \$17 million is committed.

Councilmember Short questioned staff regarding other opportunities for funding. Director Lowry explained staff is always looking for other opportunities for funding. Mayor Kelly stated there may be revisions to the criteria for alternative funding.

Mayor Pro Tem Taylor questioned staff regarding the Bedford Road and Cheek-Sparger Road round-a-bout, when is this anticipated to be constructed. Director Lowry replied not sure when this will be constructed since it will be funded by the developer.

Mayor Pro Tem Taylor questioned staff regarding if impact fees have been contributed to the round-a-bout at Bedford Road and Cheek-Sparger Road. Director Lowry replied yes. City Manager Jennifer Fadden explained impact fees are being waived for this developer, not existing impact fees. Community Development Director Ron Ruthven explained Covenant Christian Academy has also contributed impact fees as well.

Mayor Pro Tem Taylor stated those impact fees should be noted here. Director Lowry explained it was an oversight on his behalf, and that the developer is constructing this on their own.

Councilmember Mogged questioned the bridges on Heritage Avenue. Director Lowry stated the developer, in the future, will need to contribute to the construction/improvements to that infrastructure.

Councilmember Hall questioned staff regarding if Heritage Avenue is completely within Colleyville. Director Lowry replied yes.

Councilmember Short questioned staff regarding if a guard rail exists on Heritage Avenue. Director Lowry replied yes.

Councilmember Mogged questioned staff regarding the dollar amount estimate for Roberts Road. Director Lowry explained Roberts Road but did not have an estimate.

Mayor Pro Tem Taylor questioned staff regarding if Roberts Road is a product of an improperly constructed road. Director Lowry replied yes.

Mayor Kelly questioned staff's ability to handle more projects, in any given year. Director Lowry replied staff will not be able to handle any more projects without adding more staff. City Manager Jennifer Fadden explained staff cannot handle additional projects.

Mayor Pro Tem Taylor questioned staff regarding the subtotals under the proposed funding for each year. Director Lowry explained the project plan.

Mayor Pro Tem Taylor questioned staff regarding if the salary issue is included in the \$2.4 million. City Manager Jennifer Fadden stated the \$2.4 million is unfunded, at this time.

Mayor Pro Tem Taylor questioned staff regarding if the \$9 million is being proposed unless City Council changes it. City Manager Jennifer Fadden replied yes.

Councilmember Hall stated he liked the presentation.

Mayor Kelly stated the \$2.4 million for street maintenance in the current service levels, does not include street reconstruction. City Manager Jennifer Fadden explained the City is utilizing a portion of the \$2.4 million for street reconstruction.

Mayor Pro Tem Taylor questioned staff regarding the inflation rate being used. Director Lowry replied no inflation rate is being used, these are current dollars.

Mayor Kelly questioned staff regarding street failures. Director Lowry replied if there are massive street failures, the City will have to cancel a project. City Manager Jennifer Fadden stated the budget could be amended.

City Manager Jennifer Fadden stated street maintenance is not a form of street reconstruction.

Councilmember Mogged stated the program may have delays rather than cancelling projects if there are unexpected issues.

Mayor Pro Tem Taylor stated being in favor of the proposed plan since it identifies the needs. He added these may be problems right now, but elected officials are responsible for deciding how to remedy those problems. Director Lowry stated this is staff's best effort to identify the worst need. Mayor Kelly concurred.

Councilmember Hart stated a bond election is going to have to be held, in the future, to take care of some of these projects, which cannot be funded.

Mayor Pro Tem Taylor stated it would free up the burden onto other projects. He stated most citizens do not understand these needs.

Councilmember Short questioned staff regarding when the CIP plan would be reviewed. Director Lowry stated this presentation was simply an overview, but that City Council may give direction to staff at any time.

City Manager Jennifer Fadden stated input received this evening would be incorporated into the CIP when the proposed budget is presented.

Mayor Kelly stated he will rely on staff's judgment since they are the experts.

Councilmember Short stated Roberts Road appears to be the big issue.

City Manager Jennifer Fadden questioned City Council regarding if there were any projects in which they felt needed further direction. Mayor Pro Tem Taylor stated he would like to discuss the Service Center need. Mayor Kelly stated that is discussed in the next item on the agenda.

Mayor Kelly recessed the meeting at 8:46 p.m.

Mayor Kelly reconvened the meeting at 8:54 p.m.

2d Presentation of facility needs

Public Works Director Bob Lowry updated City Council regarding facility needs.

Mayor Kelly questioned staff regarding how the Council Chambers was approved but did not meet the requirements of the state for ADA compliance. Director Lowry replied not knowing how it received approval.

Mayor Kelly questioned staff regarding if the original contractor can be contacted to fix the issue. Director Lowry replied it was never approved by an ADA state approved contractor.

Mayor Pro Tem Taylor questioned staff regarding how does the City Council know that the installation is not going to be done wrong, again? Director Lowry replied it takes quality inspectors, not civil engineering technicians.

Mayor Pro Tem Taylor stated there is a perception that the City signed off on something, therefore it was approved. He stated there is a great misunderstanding of what a quality inspector or a type of an inspector inspects. He further added the money has been spent on this once, now those funds have to be used again when they could be used for something else.

Mayor Kelly questioned staff regarding the expensive quote for the cleaning of the stone at City Hall. Director Lowry replied the stone should have been sealed in the beginning.

Councilmember Hart questioned staff regarding if a water fountain could be installed on the third floor. Director Lowry replied it would be very expensive to install a fountain.

Mayor Kelly questioned staff regarding if the roof leaks have been repaired at the Justice Center. Director Lowry replied temporarily.

Mayor Pro Tem Taylor questioned staff regarding the previous renovations to Colleyville Center. City Manager Jennifer Fadden explained the countertops were not replaced and therefore need to be replaced with stone. She added those countertops are used and abused.

Mayor Pro Tem Taylor questioned staff regarding the painting of the trim. Colleyville Center Manager Leslie Hill explained the trim/mill work was not painted during the previous renovations; the trim was last painted in 2007.

Mayor Pro Tem Taylor questioned staff regarding the stage area. Manager Hill explained the stage had not been renovated in the last updates made to the Center. City Manager Jennifer Fadden explained these items were not included in the scope of the original renovation plan.

Councilmember Hall questioned staff regarding if the debt is still being paid for that renovation. City Manager Jennifer Fadden replied debt was not issued for the renovation, the money was borrowed from the Colleyville Tomorrow Fund and one year is left to pay into this fund from CEDC money.

Mayor Pro Tem Taylor stated he thought these items were included in the scope, especially the usable areas. Director Lowry stated a budget is established and then the design is completed. He stated some of these items may have been eliminated to meet the budget.

Mayor Pro Tem Taylor questioned staff regarding the loggia water fountain. Director Lowry replied the entire fountain will be repaired.

Mayor Kelly questioned staff regarding funds appropriated towards building maintenance. City Manager Jennifer Fadden explained the funds that have been appropriated for these projects.

Mayor Kelly questioned staff regarding if the generator would be for the entire City Hall versus only sections of City Hall. Director Lowry replied only if that is determined as a priority need.

Mayor Kelly questioned staff regarding if staff can operate in other locations if City Hall were to lose power. Assistant City Manager/Chief Financial Officer Terry Leake replied yes.

Mayor Pro Tem Taylor questioned staff regarding what is to be done in the event of a disaster. Mayor Kelly stated a presentation can be given.

Mayor Pro Tem Taylor stated he would like City Council to go through the building permit process in the building inspection department.

Councilmember Hall stated he would like a security briefing done with the entire City Council. Mayor Pro Tem Taylor stated he would like to see this done yearly.

Mayor Kelly questioned staff regarding funding sources available for some of the items. Director Lowry replied yes and those are the highest priority.

Councilmember Mogged stated he would like to take a tour of the public works department. Mayor Pro Tem Taylor concurred.

2e Update of the Information Technology Strategic Plan

Information Systems Manager Chris Pena updated City Council regarding the Information Technology Strategic Plan.

Mayor Pro Tem Taylor questioned staff regarding what is the backup plan if telecommunications goes down. Manager Pena explained there are currently POTTS lines in place for backup.

Mayor Pro Tem Taylor questioned staff regarding if items are going to be uploaded to Laserfiche, especially prior to 2000. City Manager Jennifer Fadden yes, as staff has time to be able, the information will be uploaded.

Mayor Pro Tem Taylor questioned staff regarding if there will be geographic distance between the cities in which will help with offsite data systems. Manager Pena replied this project is still being studied for the best possible solution and cost.

Councilmember Mogged questioned staff regarding when the ISM strategic plan through FY 2018 will be presented. Manager Pena replied not knowing for sure.

Mayor Pro Tem Taylor questioned staff regarding what is the digital signage platform. Manager Pena stated these are monitors installed in City buildings, like the one in the Library foyer.

Mayor Pro Tem Taylor questioned staff regarding the "Call on Colleyville." Manager Pena replied that is the program for citizens to use when they have a request.

Mayor Pro Tem Taylor questioned staff regarding the blade chassis and servers at City Hall, are they worn out? Manager Pena replied yes, there is about a five to seven year window for them.

Mayor Pro Tem Taylor questioned staff regarding if they have been worth their investment. Manager Pena replied yes.

City Manager Jennifer Fadden explained that the 2014 and 2015 initiatives are not in the current budget nor funded, and will therefore have to compete for funding within the service level enhancements.

Mayor Pro Tem Taylor questioned staff regarding the authorized plan. City Manager Jennifer Fadden explained there is a contingency on the plan with whether or not it can be funded. She stated there are several service level enhancements which will compete for funding.

Mayor Pro Tem Taylor questioned staff regarding the desktops and thin client, are they in jeopardy? Manager Pena replied no.

Mayor Kelly questioned staff regarding the use of laptops. Manager Pena explained the laptops will be reviewed for their continued use next year.

2f Presentation of the Fiscal Year 2013 Employee Opinion Survey

Human Resources Director Michelle Reyes presented the Fiscal Year 2013 Employee Opinion Survey.

Councilmember Mogged questioned staff regarding if the survey is coded such that one can see if the issues are within any particular area. Director Reyes replied a question does identify the department, and therefore some responses can be made for particular areas. She stated trends can be monitored so that focus can be made in those areas.

Councilmember Hart questioned staff regarding if the surveys are done with paper or online. Director Reyes replied the survey may be done both ways, paper and online.

Councilmember Hart questioned staff regarding if all employees have access to the internet. Director Reyes replied yes, with shared computers.

Councilmember Hart questioned staff regarding if the Employee Assistance Program is through the same broker as the health insurance. Director Reyes replied they are separate, with Alliance Work Partners.

3. ADJOURNMENT

The City Council worksession adjourned at 10:29 p.m.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____
ABSTENTIONS ON THIS THE _____ DAY OF _____.

Minutes taken and prepared by:

*Amy Shelley
City Secretary*



City of Colleyville City Council Draft – Minutes

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Tuesday, July 2, 2013

City Council Chambers

Mayor David Kelly called the Pre Council meeting of the Colleyville City Council to order on July 2, 2013, at 5:35 p.m.

ROLL CALL: Mayor David Kelly, Mayor Pro Tem Mike Taylor and Councilmembers Carol Wollin, Chuck Mogged, Jody Short, and Tom Hart.

Absent: Councilmember Stan Hall

City Manager Jennifer Fadden, Assistant City Manager and Chief Financial Officer Terry Leake, Police Chief Mike Holder, Captain Robert Hinton, Interim Fire Chief Clif Nelson, Economic Development Director Marty Wieder, Parks and Recreation and Library Director Mary Rodne, Recreation/City Events Manager Lisa Escobedo, Human Resources Director Michelle Reyes, Colleyville Center Manager Leslie Hill, Public Works Director Bob Lowry, City Engineer Jeremy Hutt, Community Development Director Ron Ruthven, Communications and Marketing Director Mona Gandy, Information Systems Manager Chris Pena, City Attorney Matthew Boyle, and City Secretary Amy Shelley.

PC-1 Discussion of health insurance bid analysis and recommendation

Human Resources Director Michelle Reyes introduced Ed Oleksiak with Holmes Murphy to discuss the health care reform.

Mayor Pro Tem Taylor questioned Mr. Oleksiak regarding if the delayed mandate will affect the City. Mr. Oleksiak replied yes.

Councilmember Hart questioned Mr. Oleksiak regarding if the employee would be able to opt back into the City's plan. Mr. Oleksiak replied yes, at the time of open enrollment.

Mayor Pro Tem Taylor questioned Mr. Oleksiak regarding if there are any caps related to catastrophic events. Mr. Oleksiak replied \$6,350 for an individual, and double that for a family, this being the maximum out-of-pocket expense. He stated there is no cap on the amount that the actual plan has to pay.

Councilmember Mogged questioned Mr. Oleksiak regarding "cadillac" plans being hit with extra tax assessments. Mr. Oleksiak explained the excise tax being assessed.

Mayor Kelly questioned Mr. Oleksiak regarding if this tax will be assessed to the marketplace plans or private plans. Mr. Oleksiak replied primarily plans will try to avoid the tax.

Mayor Pro Tem Taylor questioned Mr. Oleksiak regarding the reason for the excise tax of 40 percent. Mr. Oleksiak replied they want to see how much tax they can avoid by having these rich plans. He stated the theory was that the plans were tax free.

Director Reyes updated City Council regarding the health insurance renewal rates.

Councilmember Wollin questioned staff regarding how many months are considered mature to be with a carrier. Director Reyes replied 12 months with a single carrier is considered to be mature in order to review the history.

Mayor Kelly questioned staff regarding comparisons of the surrounding cities. Director Reyes replied another city is at a 150 percent loss ratio and others over 100. She stated currently Colleyville's loss ratio is at 59 percent. She added a single catastrophic event could raise this percentage significantly and that surrounding cities are experiencing double digit increases.

Councilmember Mogged questioned staff regarding if the Texas Municipal League has added anything to the discussion for the state of Texas, in general. Director Reyes replied no, but that other clients with Holmes Murphy have experienced the same increases.

Councilmember Hart questioned staff regarding dental insurance. Director Reyes explained the dental insurance will renew for an additional year.

Mayor Kelly adjourned the Pre Council meeting at 6:09 p.m.

PC-2 Presentation and discussion regarding special events

Mayor Kelly reconvened the Pre Council meeting at 8:22 p.m.

Parks and Recreation and Library Director Mary Rodne and Community Development Director Ron Ruthven updated City Council with a presentation regarding special events.

Councilmember Mogged questioned staff regarding where the egg hunt was held previously. Director Rodne explained it has been held in front of the parks building and at times it was held at the old city hall property.

Mayor Kelly questioned staff regarding the parking space numbers. Director Ruthven stated there are approximately 200 parking spaces.

Mayor Pro Tem Taylor questioned staff regarding the parking space numbers at Colleyville Center, including the unimproved parking area. Director Ruthven stated there are 189 parking spaces located at Colleyville Center; however that does not include the unimproved parking areas.

Economic Development Director Marty Wieder explained the City Hall and Library complex should have been constructed with the thought of a plaza in place for such events.

Mayor Kelly stated a venue for large events versus small events needs to be considered. He stated there are several smaller events associated with the Library in which a developed plaza will affect the available space. Director Wieder stated staff is not recommending a developed plaza.

Mayor Kelly stated Colleyville Center has the green town center aspect and therefore it would not have to be created.

Mayor Pro Tem Taylor stated the smaller events can still be held with a developed property.

Mayor Pro Tem Taylor stated having several concerns for the subject properties: 1) not City owned property; 2) lost ad valorem revenue if purchased by the City; and 3) properties are off the beaten path and hard to see.

Mayor Pro Tem Taylor stated the Colleyville Center grounds can be altered, such as removing the pond areas.

Mayor Kelly stated being in favor of considering the properties directly in front of the Library.

Mayor Pro Tem Taylor stated purchasing the entire property does not make sense.

Mayor Kelly stated having concerns with taking away from the future retail development along Main Street.

Mayor Pro Tem Taylor stated both properties are within the TIF district.

Councilmember Short stated having a difficult time ignoring the history of the development. He stated there has not been a cooperative effort between the commercial development and the municipality to create these events.

Mayor Pro Tem Taylor stated we are serving two types of citizens, the ones here now, and the ones that will be here.

Councilmember Mogged stated he is not sure this property will ever work for the large events.

Mayor Kelly stated an investment has been made inside the Colleyville Center but that there may be a need to invest in the outside of Colleyville Center and re-purpose that area.

Councilmember Wollin stated she would like a master plan to be put together for Colleyville Center. She further stated she would like staff to look at the options for the four lots versus the six lots.

Councilmember Hart questioned staff regarding the funding sources for either the four lots or the six lots.

Councilmember Short stated the band stand area at City Park may need to be considered.

Mayor Pro Tem Taylor stated there are options for updating the outdoor area at Colleyville Center.

Mayor Kelly recessed the Pre Council meeting at 9:33 p.m.

PC-3 Discussion of the July 2, 2013, City Council regular agenda items

There was no discussion of this item.

The regular meeting of the Colleyville City Council was called to order by Mayor Kelly on July 2, 2013, at 7:32 p.m.

ROLL CALL: Mayor David Kelly, Mayor Pro Tem Mike Taylor and Councilmembers Carol Wollin, Chuck Mogged, Jody Short, and Tom Hart.

Absent: Councilmember Stan Hall

City Manager Jennifer Fadden, Assistant City Manager and Chief Financial Officer Terry Leake, Police Chief Mike Holder, Captain Robert Hinton, Interim Fire Chief Clif Nelson, Economic Development Director Marty Wieder, Public Works Director Bob Lowry, City Engineer Jeremy Hutt, Community Development Director Ron Ruthven, Community Development Coordinator Darren Cain, Communications and Marketing Director Mona Gandy, Information Systems Manager Chris Pena, City Attorney Matthew Boyle, and City Secretary Amy Shelley.

1. EXECUTIVE SESSION - In accordance with Texas Government Code Chapter 551, Subchapter D

Section 551.071 - Legal - Consultation with attorney on legal issues raised by public hearing or action items on the agenda

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

Section 551.087 – Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

Mayor Kelly explained the Executive Session had been called in accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.071, Legal, Section 551.072, Real Estate, and Section 551.087, Economic Development. He further explained there would be no decisions made or action taken during this time. The meeting was recessed at 6:09 p.m. and reconvened at 6:10 p.m.

INVOCATION: Mayor Pro Tem Mike Taylor

PLEDGE OF ALLEGIANCE: City Attorney Matthew Boyle

2. EXECUTIVE SESSION: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - Resolution R-13-3648

This resolution was not needed.

3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

**Announcements of civic and charitable events
Presentation of calendar events and updates
Announcements of awards and recognition**

Proclamation in recognition of Parks and Recreation Month - Mary Rodne, Library and Parks and Recreation Director

Mayor Kelly presented a proclamation in recognition of July being Parks and Recreation Month to Mary Rodne, Library and Parks and Recreation Director and Recreation/City Events Manager Lisa Escobedo.

4. CONSENT: READING AND PUBLIC HEARING - Resolution R-13-3649

4a Approval of the minutes of the regular City Council meeting of June 18, 2013

4b Approval of a preliminary plat for 12.0 acres on Tracts 3, 3E, and 3F, of Abstract 936 of the Joseph M. Looney Survey, and Lot 1, Block 1, of the Bone Addition, located at 5008 and 5100 Bluebonnet Drive, Case PC12-021

- 4c** Approval of a contract with Castro Roofing of Texas, LP, for repairs to the roofs on City Hall and the Library through the TIPS/TAPS Cooperative Purchasing Network, in an amount not to exceed \$248,902, and authorize the city manager to execute the contract
- 4d** Approval of a change order to the 2012 Pavement Rehabilitation Project, in the amount of \$95,203.04, and authorize the city manager to execute the change order
- 4e** Approval of the Colleyville Events Steering Committee Bylaws

Mayor Kelly read Resolution R-13-3649 in its entirety.

Mayor Pro Tem Taylor questioned staff regarding prohibiting original contractors, who did not meet expectations, from performing work in the City. Public Works Director Bob Lowry explained there are challenges with that request since competitive bids are sought for work performed in the City.

Mayor Pro Tem Taylor questioned staff regarding if this is the same contractor who put the original roofs on the City Hall and the Library. Director Lowry replied no.

City Attorney Matthew Boyle stated the City may prohibit work performed by contractors who did not meet expectations.

Mayor Pro Tem Taylor stated he would like for staff to inform City Council regarding why any particular contractor is chosen to perform work on City facilities.

Councilmember Hart questioned staff regarding the warranty. Director Lowry replied there will be a 20 year warranty with annual inspections for the first ten years.

Mayor Kelly opened the public hearing at 7:44 p.m.

There was no one present wishing to speak concerning this item and Mayor Kelly closed the public hearing at 7:44 p.m.

Mayor Pro Tem Taylor moved to approve Resolution R-13-3649. Councilmember Hart seconded the motion.

The motion to approve carried by the following vote:

Aye: 6 - Mayor David Kelly, Mayor Pro Tem Mike Taylor, and Councilmembers Carol Wollin, Chuck Mogged, Jody Short, and Tom Hart

Absent: 1 - Councilmember Stan Hall

5. ORDINANCE(S): SECOND READING AND PUBLIC HEARING

5a Ordinance O-13-1879

Approval of the Fiscal Year 2014 (FY 2014) Colleyville Crime Control and Prevention District budget

Mayor Kelly read the caption of Ordinance O-13-1879.

Police Chief Mike Holder presented the agenda item and briefed the City Council.

Mayor Kelly opened the public hearing at 7:46 p.m.

There was no one present wishing to speak and Mayor Kelly closed the public hearing at 7:46 p.m.

Councilmember Wollin moved to approve Ordinance O-13-1879. Councilmember Hart seconded the motion.

Mayor Pro Tem Taylor stated he would like decals placed on the police vehicles to include "Paid for by CCCPD" so citizens will know where their money is being spent. Chief Holder explained the pricing, for such graphics, will be included.

The motion to approve carried by the following vote:

Aye: 6 - Mayor David Kelly, Mayor Pro Tem Mike Taylor, and Councilmembers Carol Wollin, Chuck Mogged, Jody Short, and Tom Hart

Absent: 1 - Councilmember Stan Hall

**6. ORDINANCE(S):
FIRST READING AND PUBLIC HEARING**

6a Ordinance O-13-1880

Consideration for a zoning change from R40-Single Family Residential to R20-Single Family Residential on 10.2 acres on Lot 1, Block 1, of the Stajduhar Addition located at 816 W. L.D. Lockett Road, Case ZC13-006

Mayor Kelly read the caption of Ordinance O-13-1880.

Community Development Director Ron Ruthven presented the agenda item and briefed the City Council.

Mayor Kelly opened the public hearing at 7:50 p.m.

John Dickerson, 8333 Douglas Avenue, Dallas, the applicant, presented the agenda item and briefed the City Council.

Steve Nykiel, 5909 Kays Court, spoke in opposition to this request with concerns for flooding and further stated he would like for Laura Lane to be gated.

Pamela Nykiel, 5909 Kays Court, spoke in opposition to this request with concerns for flooding.

Walter Scott, 5917 Kays Court, spoke in opposition to this request stated having concerns of flooding and an increase in traffic. He stated he would like Laura Lane to be gated.

The following persons did not wish to speak but wanted to express their opposition: Brian Chandler, 6205 Emmas Court; David Warrick, 6104 Emmas Court; Elizabeth Warrick, 6104 Emmas Court; and Diane Rawson, 6208 Emmas Court.

There were no others wishing to speak and Mayor Kelly closed the public hearing at 8:08 p.m.

City Attorney Matthew Boyle explained the difference between a straight zoning request versus a planned unit development request.

Councilmember Mogged questioned staff regarding drainage and if it will be met with a straight zoning request. City Engineer Jeremy Hutt explained the flow rate cannot exceed the rate at which it currently exists as undeveloped property.

Councilmember Mogged questioned staff regarding the retention pond on the Covington Addition, is it contributing to the drainage issue? Engineer Hutt replied the pond does overflow and travel to Laura Lane.

Councilmember Mogged questioned staff regarding if they will have to remedy the drainage issues. Engineer Hutt replied the developer will have to meet the requirements of the Land Development Code.

Mayor Pro Tem Taylor questioned staff regarding the drainage from the subject property. Engineer Hutt replied there is a natural flow to Laura Lane, but the inlet may not be working properly.

Mayor Pro Tem Taylor questioned staff regarding the topography of the land, is the land sloping toward L.D. Lockett, north to south or south to north. Engineer Hutt explained the low point of the subject property.

Mayor Pro Tem Taylor questioned staff regarding if the water from Laura Lane and Kays Court travel to the Crescent Lane detention ponds. Engineer Hutt replied yes.

Mayor Pro Tem Taylor questioned staff regarding if the Covington Addition water shed breaks to the east or to the west. Engineer Hutt replied a portion of the Covington Addition water does break to the east and a portion breaks to the west.

Mayor Pro Tem Taylor questioned staff regarding if the development of this property addresses the drainage issues to Precinct Line Road. Engineer Hutt replied yes.

Mayor Pro Tem Taylor questioned staff regarding if the water will continue to cause turbulence at the intersection of Kays Court and Laura Lane. Engineer Hutt replied the water will continue into the inlets at Laura Lane or to the proposed street, St. Andrews.

Mayor Pro Tem questioned Mr. Nykiel regarding if all of the lots on Kays Court are fully developed. Mr. Nykiel replied no.

Councilmember Wollin questioned staff regarding the open space lots, are those lots in the correct location to collect the drainage. Engineer Hutt replied those lots appear to be reasonable in those locations. He stated the development of the roadway may have an effect on those lots.

Mayor Kelly questioned staff regarding the zoning districts in this area. Director Ruthven replied the Covington Addition to the east is zoned R20, the west is zoned R20, and Emerald Park is a higher density.

Mayor Kelly questioned staff regarding if the gates located at Kays Court and Laura Lane are in place. Director Ruthven replied no. Mayor Kelly stated the Fire Marshal needs to check the gates in those locations.

7. RESOLUTION(S): READING AND PUBLIC HEARING

7a Resolution R-13-3650

Approval of a resolution changing the date of the first August 2013 City Council meeting

Mayor Kelly read Resolution R-13-3650 in its entirety.

City Secretary Amy Shelley presented the agenda item and briefed the City Council.

Mayor Kelly opened the public hearing at 8:21 p.m.

There was no one present wishing to speak concerning this item and Mayor Kelly closed the public hearing at 8:21 p.m.

Councilmember Hart moved to approve Resolution R-13-3650. Councilmember Mogged seconded the motion.

The motion to approve carried by the following vote:

Aye: 6 - Mayor David Kelly, Mayor Pro Tem Mike Taylor, and Councilmembers Carol Wollin, Chuck Mogged, Jody Short, and Tom Hart

Absent: 1 - Councilmember Stan Hall

8. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There was no discussion of this item.

9. REPORTS

Planning and Zoning Commission Meeting Minutes - June 10, 2013

There was no discussion of this item.

10. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR JULY 2, 2013 - Reading and Public Hearing - Resolution R-13-3651

This resolution was not needed.

11. ADJOURNMENT

There being no further business before the City Council, Councilmember Mogged moved to adjourn, and Councilmember Wollin seconded the motion.

The motion carried with the following vote:

Aye: 6 - Mayor David Kelly, Mayor Pro Tem Mike Taylor, and Councilmembers Carol Wollin, Chuck Mogged, Jody Short, and Tom Hart

Absent: 1 - Councilmember Stan Hall

Mayor Kelly adjourned the City Council meeting at 8:22 p.m.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____
ABSTENTIONS ON THIS THE _____ DAY OF _____, 2013.

Minutes taken and prepared by:

*Amy Shelley
City Secretary*



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 4c

Agenda Date 07/16/2013

Number Resolution R-13-3653

Type Resolution

Department Human Resources

Title

Approval of bid award for medical and dental insurance to Blue Cross Blue Shield and third-party administration of the flexible spending account and health reimbursement account to Total Administrative Services Corporation, and authorize the city manager to execute the agreement

Explanation

Reading and Public Hearing

At the July 2, 2013 Pre Council meeting, staff presented to City Council the analysis of the medical and dental insurance and third-party administration of the flexible spending account and health reimbursement arrangement bid results, and provided supplemental information on the employee wellness initiative.

In May 2013, staff received the medical insurance renewal from Blue Cross and Blue Shield (BCBS), which reflected a 9.9% rate increase. The City's dental provider, also BCBS, submitted a rate pass due to a two-year rate guarantee effective through Fiscal Year 2014 (FY 2014). Staff initiated a bid process for employee medical and dental insurance, in an effort to obtain competitive offers and potential economies of scale. Also included in the bid process was the third-party administration of the flexible spending account (FSA) and health reimbursement arrangement (HRA), which had not been out to bid for several years.

As a point of reference, the initial FY 2014 renewal rate for medical insurance premiums from BCBS was an increase of 9.9%, or approximately \$141,498 annually, with an estimated additional 4.0% increase, or an additional \$47,122 annually, in January 2014 for anticipated fees associated with the Patient Protection and Affordable Care Act (PPACA). The renewal rate of 9.9% was based upon several factors. One factor was the existing plan design, which consists of a \$2,000 individual / \$4,000 family in network deductible, 90% in network coinsurance, \$25 office visit co-pay, and an out-of-pocket maximum of \$1,000 individual / \$2,000 family. Other factors affecting the renewal rate included claims data for the period of October 2012 through April 2013 and group size. Regarding claims data, the City changed insurance carriers in FY 2013 from Aetna to BCBS and had only experienced seven months of medical claims at the time the renewal rate was due. During the seven-month period with BCBS, medical claims were favorable. The average claims to premiums ratio (loss ratio) was 60% (insurance carriers prefer to see 85% or less), and two large claims (defined by BCBS as claimants who have paid expenses in excess of \$30,000 within the reporting period) were incurred

with a value of approximately \$96,000. Comparatively, during the 12-month period in fiscal year 2012, the loss ratio was 64% and 10 large claims (defined by Aetna as claimants who have paid expenses in excess of \$25,000 within the reporting period) were incurred with a value of approximately \$388,000. However, having experienced seven months of medical claims with a new vendor in the current fiscal year, the claims data is considered immature to insurance carriers and affects how premiums are assessed. Regarding group size, the average number of participants in the health plan for FY 2013 is estimated at 158 employees and 204 dependents for a total average of 362 participants which insurance carriers consider small and therefore potentially more of a risk. One catastrophic or large claim could drive the loss ratio up which means potentially more costs to the insurance carrier.

Medical Insurance

The City advertised and instructed the City's benefit consultant, Holmes Murphy & Associates, LLC (Holmes Murphy) to seek competitive bid proposals using the City's current plan design from all National Tier 1 and Tier 2 companies. Tier levels are defined by the highest percentage of membership within the state (Attachment A). The bid opening took place on June 3, 2013. Proposals were received from BCBS and Texas Municipal League (TML) Intergovernmental Employee Benefits Pool. The low response rate this year is mainly indicative of upcoming health care reform and the City's immature claims. The feedback received from the carriers, such as United Healthcare, Cigna and Aetna, who typically bid on the insurance each year, is they are anticipating the impact of the PPACA on their existing client groups while minimizing risk by avoiding the addition of new business, especially of groups with immature claims. The Employee Benefits/Wellness Committee (the "Committee") (Attachment B) met with the Assistant City Manager / Chief Financial Officer and Holmes Murphy to review the medical proposals received.

In reviewing the proposals, the Committee and Holmes Murphy compared proposed benefit levels, physician networks, coinsurance, deductibles, pharmacy and office visit coverage, and proposed premiums. The primary goal when evaluating the two options was to find a financially feasible medical insurance plan that would continue to provide similar or same benefits to employees.

The Committee focused on the BCBS bid because keeping the current carrier would prevent disruption for employees, was the least expensive option and maintained current plan design. Ultimately, BCBS was able to obtain and consider one more month of claims data that was not available at the time the original renewal rate was due. The month of May 2013 was favorable at 55%. BCBS provided a final competitive bid increase of 4.5% in premium costs (approximately \$64,312 annually assuming all participants are at Tier I in the wellness program and receiving the full City subsidy) effective October 1, 2013. Additionally, beginning January 1, 2014, due to health care reform, costs will be passed on from BCBS to the City to reflect the effects of the Health Insurer Fees and Reinsurance Fees. The cost is anticipated to be an additional 4.0% increase of premiums, or approximately \$44,807, in FY 2014. Final regulations and guidance regarding these fees, which will be assessed January 1, 2014 by the federal

government, have not been fully established. BCBS's approach is to wait until these fees are known before passing them on to their client groups whereas TML has anticipated the fee costs and included them in their premium increase effective October 1, 2013. The Committee viewed BCBS's bid more favorably than TML's bid which consisted of a 13.22% increase in premium costs (approximately \$188,877 annually and including fees under the PPACA) and significant changes in plan design affecting out of network provisions for coinsurance, out of pocket maximum, office visits and emergency room copayments, and inpatient hospital expenses, in addition to changes affecting in network provisions for office visits and emergency room copayments which upon use, would increase a participant's financial exposure.

Overall, the Committee recommends remaining with BCBS for maintaining the current benefit plan design, administrative ease, employee satisfaction, cost, and minimizing the risk of being considered immature with a new carrier during next year's bid process (Attachment C). With the increase of 4.5%, the total annual premiums would be increased from approximately \$1,429,263 to \$1,493,575, an overall increase of \$64,312 (based on an average of 158 plan participants at the highest tier level). Because participants on the medical plan have shown prudent use of the plan, the Committee suggests the City Council consider absorbing the 4.5% premium increase in the FY 2014 budget. Cost savings have been identified in other benefit line items, including the introduction of a fourth subsidy tier explained below, and would not create additional expense to the budget. The Committee also suggests passing the cost of health care reform fees directly to the employees effective January 1, 2014, because the fees are not directly linked to the participant's plan usage.

The absorption of the 4.5% premium increase, if approved by the City Council, would affect the subsidy level percentages. In FY 2011, a change to the health benefits strategy was the linking of future insurance premium subsidies to the wellness program and employee and spouse health. In FY 2011, the City fully subsidized the cost for employee medical insurance and covered 75% of dependent medical premiums. For FY 2012 and FY 2013, the funding for employee and dependent medical insurance premiums consisted of a program that included three tiers of subsidy levels with a 7% differential between each tier. The chart below illustrates the FY 2012 and FY 2013 subsidy levels at each tier:

Subsidy Level	Tier III	Tier II	Tier I
Employee	86%	93%	100%
Dependent	61%	68%	75%

All employees began at a Tier III subsidy level and had the opportunity to earn their way to Tiers I and II through one of the two following methods. To reach Tier I, the first method for employees and spouses would be to achieve in-range health scores in four out of five risk factor categories, including waist circumference, blood pressure, glucose, LDL cholesterol, and HDL cholesterol; complete an online health risk assessment; complete a tobacco affidavit. Acceptable health score ranges were established and are updated each year by the medical staff at Cooper Aerobics Center by utilizing

scientifically-based metrics supported by the Center for Disease Control and the American Heart Association. The second method was to participate in a specified level of wellness activities. The tiers are determined in the fiscal year prior to the receipt of the subsidy. For example, each employee's and spouse's tier was determined at the end of June 2012 to determine the FY 2013 subsidy levels, which were effective October 1, 2012.

For FY 2014, the program will expand from three tiers to four tiers, and the percentages would change based on the absorption of the 4.5% premium increase. The addition of the fourth tier is to further encourage employees and their spouses to engage in healthy habits, to emphasize the City's philosophy of employing a healthy workforce, and to engage employees and spouses to become informed consumers of healthcare. Employees and spouses on the plan who decline to participate in the wellness program will be placed at a Tier IV subsidy level. Employees and spouses on the plan who participate in the wellness program can earn their way to Tiers I, II and III through the same methods mentioned above. The chart below illustrates the recommended FY 2014 subsidy levels at each tier:

Subsidy Level	Tier IV	Tier III	Tier II	Tier I
Employee	80.00%	86.60%	93.30%	100.00%
Dependent	56.07%	62.68%	69.37%	76.07%

Out of 160 employees eligible to participate in the FY 2014 wellness program year, 55 employees qualified for Tier I from their health screening scores taken in August 2012, and 29 employees did not complete the screening and will automatically be Tier IV. The remaining 76 employees were "point eligible" to work their way through the tiers by participating in various wellness activities through June 30, 2013. The attached chart illustrates the results of the participants at each tier and compares them to the results of the participants from the FY 2012 and FY 2013 wellness program year (Attachment D).

Implemented in FY 2009, the plan continues to fund the HRA, which is a deductible sharing account between the City and employees, where employees pay the first portion and the City reimburses the remainder. Should the employee need to meet the individual deductible of \$2,000 (for example, through hospitalization), the employee would pay the first \$750 and be reimbursed by the City for the remaining \$1,250. Employees with family coverage would pay the first \$1,500 of the \$4,000 deductible, and be reimbursed by the City for the remaining \$2,500. The City is responsible for the full cost of its portion of the shared deductible should employees incur deductible expenses. The City budgets 35% of the total cost of this risk exposure based on actual deductible reimbursement experience of prior fiscal years and Holmes Murphy's recommendation. For FY 2014, the City's budgeted expense for the HRA includes third party HRA plan administration costs of \$8,665, and funding the HRA at 35%, or \$108,063.

Staff recommends that the BCBS medical insurance plan be accepted at a monthly rate of:

Medical Coverage	Rate
Employee Only	\$ 421.07
Employee + Spouse	\$ 942.42
Employee + Children	\$ 757.54
Employee + Family	\$1,275.18

Using the final tiering numbers and including all vacant positions with the assumption of employee plus family coverage at Tier I, the total annual employer funding of the premiums will be \$1,312,852.04, compared to current year premium funding of \$1,381,463.28. Although the overall premium rate increase from BCBS is 4.5%, the city's portion of current premium funding will decrease by approximately 4.97%, or \$68,611.24, due to tiering and sharing the premium rate costs with employees.

Dental Insurance

The City has a dental premium rate guarantee through FY 2014 with the current carrier, BCBS. However, Holmes Murphy was directed to seek competitive bids from the top dental carriers in the state (Attachment A) to ensure competitiveness and potential economies of scale. Proposals were received from BCBS and Delta (Attachment E). The Committee compared the current BCBS plan design and premium cost with Delta. There were no differences in plan design and the premium difference offered by Delta was negligible (1.54% decrease, or on average, \$0.49 per month per month for employee only coverage). Additionally, BCBS offered a rate guarantee for FY 2014 and FY 2015 if renewed with the BCBS medical insurance in FY 2014. The Committee recommends remaining with BCBS for administrative ease, cost, employee satisfaction and rate guarantees for two fiscal years.

Staff recommends that the BCBS dental insurance plan be accepted at a monthly rate of:

Dental Coverage	Rate
Employee Only	\$ 31.60
Employee + Spouse	\$ 64.73
Employee + Children	\$ 62.49
Employee + Family	\$ 104.01

The City currently pays 91% of premiums for the employee's coverage and the employee is responsible for dependent coverage. The City's premium cost would be approximately \$54,866.45.

Third Party Administration of Health Reimbursement Arrangement and Flexible Spending Account

Total Administrative Services Corporation (TASC) has been the City's provider of third party administration of the health reimbursement arrangement (HRA) and flexible spending account (FSA) for several years. Holmes Murphy was directed to seek competitive bids from top third party benefit administrators to ensure competitiveness with fees, services, and customer care. The City's medical plan is supplemented by an HRA in which the City reimburses an employee for up to \$1,250 of the deductible expense after the employee pays the first \$750. Additionally, an employee may utilize an FSA to set aside pre-tax dollars to pay for certain qualified benefits which reduces the amount the employee and City pays in taxes and increases an employee's take-home pay. Proposals were received from TASC, Discovery, and Integrated Benefit Services (Attachment F). The differences in the services offered were negligible and TASC's fees were the most competitive. Additionally, a new customer care representative is being added to the Texas region and will be assigned to the City's account, which is anticipated to provide greater administrative support and customer service.

Staff recommends that the TASC third-party administration for FSA and HRA be accepted as follows:

FSA price per member per month:	\$ 3.61
HRA price per member per month:	\$ 4.57
FSA monthly minimum:	\$200.00
HRA monthly minimum:	\$600.00
FSA annual renewal:	\$300.00

Summary

Following extensive review and negotiations with responding carriers, staff recommends maintaining the medical and dental insurance with Blue Cross Blue Shield (BCBS) and to maintain the third party administration of the HRA and FSA with Total Administrative Services Corporation (TASC) as summarized below.

Medical	4.5% rate increase recommended to be funded by the savings from other benefit line items, including the implementation of the tier IV subsidy
	PPACA fees based on premium rates (anticipated to be 4.0%) to be funded by passing the costs to employees
Dental	0.0% rate change with 2-year rate guarantee through FY 2015
HRA/FSA Administration	0.0% rate change

Overall, the City's medical and dental plans appear to be sufficient and competitive when compared to surrounding cities (Attachment G).

Implementation would begin with open enrollment meetings in August 2013, and a coverage effective date of October 1, 2013.

Financial Impact

The net savings to the City is displayed below by line of insurance coverage:

Line of Insurance	Budgeted Cost Difference FY 2013 to FY 2014
Medical	\$(68,611.24)
Dental	\$ 00.00
HRA/FSA Administration	\$ 00.00
<i>Total decrease in budgeted city cost for employee insurance for FY 2014</i>	<i>\$(68,611.24)</i>

Funds are available in the proposed Fiscal Year 2014 budget to cover the cost of the employee medical and dental insurance coverage and the third-party administration of the HRA and FSA.

Recommendation

Approve

Attachments

1. Insurance Bid Responses - Attachment A
2. Benefits - Wellness Committee Members - Attachment B
3. Medical - Renewal and Proposals - Attachment C
4. Tier Subsidy Levels FY 2012 - FY 2014 - Attachment D
5. Dental - Renewal and Proposals - Attachment E
6. HRA FSA Administration - Renewal and Proposals - Attachment F
7. Surrounding Cities Medical and Dental Benefits Survey - Attachment G

Attachment A

FY 2014 Insurance Bid Response Summary

Carrier	Response Received	Coverage(s) Bid
BCBStx	6/3/2013	Medical, Dental, FSA
Cigna	6/3/2013	Medical, Dental - declined to quote
Aetna	6/3/2013	Medical, Dental - declined to quote
UHC	5/30/2013	Medical, Dental - declined to quote
TML	6/3/2013	Medical, Dental, FSA, HRA
Guardian	6/3/2013	Dental
Delta Dental	6/3/2013	Dental
Ameritas	5/29/2013	Dental - declined to quote
Discovery Benefits	6/3/2013	FSA, HRA
Tax Savers	n/a	FSA, HRA -No Response
Integrated Benefits	6/3/2013	FSA, HRA
TASC	6/3/2013	FSA, HRA
Patillo Brown & Hill	n/a	FSA, HRA -No Response
Requested RFP		
Prime Vendors	n/a	No Response

Attachment B

Benefits / Wellness Committee Members

Mike Almy, Parks Crew Leader

Mark Cantrell, Fire Battalion Chief

Lisa Escobedo, Recreation and City Events Manager

Theresa Fox, Utility Billing Supervisor

Marilyn Gilbert, Colleyville Center Office Assistant

Erica Gill, Adult Services Librarian

Adrienne Lothery, Strategic Services Manager

Gary Moore, Police Officer

Eddie Moran, Fire Captain

Jesse Perez, Human Resources Analyst

Amy Shelley, City Secretary

Chuck Tinsman, Police Sergeant

Ken Tywater, Field Operations Manager

Medical - City of Colleyville Renewal/Proposals (effective 10/1/2013)

Overall Payment Provisions	BCBS Current		BCBS Renewal		TML	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Calendar Year Deductible						
Individual	\$2,000	\$4,000	\$2,000	\$4,000	\$2,000	\$2,250
Family	\$4,000	\$8,000	\$4,000	\$8,000	\$4,000	\$4,500
Coinsurance (In/Out)	90%	70%	90%	70%	90%	60%
Out of Pocket Maximum (Ind/Family)*	\$1,000/\$2,000	\$4,000/\$8,000	\$1,000/\$2,000	\$4,000/\$8,000	\$1,000/\$2,000	no max/no max
*OOP Max excludes the deductible						
Lifetime Maximum	na		na		\$0	
Copayments						
Physician Office Visits	\$25	70% after deductible	\$25	70% after deductible	\$25	60% after deductible
Specialist Office Visits	\$30	70% after deductible	\$30	70% after deductible	90% after ded	60% after deductible
Urgent Care	\$75	70% after deductible	\$75	70% after deductible	90% after ded	60% after deductible
Emergency Room - Facility	\$200	\$200	\$200	\$200	90% after \$100	90% after \$100
Emergency Room - Physician	90% after ded	70% after ded	90% after ded	70% after ded	90% after ded	90% after ded
Inpatient Hospital Expenses						
Inpatient Hospital Expenses	90% after ded	70% after ded	90% after ded	70% after ded	90% after ded	60% after ded
Pre-Admission Deductible	None	None	None	None	None	None
Prescription Drug Program						
Retail Prescriptions						
Deductible	\$100 individual/\$300 family		\$100 individual/\$300 family		\$0 Combined Retail and Mail	
Generic	\$20 Copay	70% of Allowable less copay	\$20 Copay	70% of Allowable less copay	\$10 Copay	\$10 Copay
Preferred Brand Name	\$40 Copay	70% of Allowable less copay	\$40 Copay	70% of Allowable less copay	\$38 Copay	\$38 Copay
Non Preferred Brand Name	\$70 Copay	70% of Allowable less copay	\$70 Copay	70% of Allowable less copay	\$60 Copay	\$60 Copay
Mail Order Prescriptions						
Generic	\$20 per 30 day up to 90 day		\$20 per 30 day up to 90 day		\$25 for up to 90 day supply	
Preferred Brand Name	\$40 per 30 day up to 90 day		\$40 per 30 day up to 90 day		\$95 for up to 90 day supply	
Non Preferred Brand Name	\$70 per 30 day up to 90 day		\$70 per 30 day up to 90 day		\$150 for up to 90 day supply	
Rates						
Employee Only: 69	\$402.94		\$421.07		\$441.34	
Employee & Spouse: 17	\$901.84		\$942.42		\$1,013.67	
Employee & Child(ren): 24	\$724.92		\$757.54		\$822.11	
Family: 48	\$1,220.27		\$1,275.18		\$1,404.78	
Monthly Premium	\$119,105.18		\$124,464.57		\$134,844.93	
Annual Premium	\$1,429,262.16		\$1,493,574.84		\$1,618,139.16	
Rate Guarantee	1 Year		1 Year		1 Year	
% Over Current			4.50%		13.22%	
Annual Difference Over Renewal			\$64,312.68		\$124,564.32	
Annual Difference Over Current					\$188,877.00	
ACA Health Insurance and Reinsure Fee Impact Effective 01/01/2014			Estimated 4% increase		Included in Rate	
Resulting increase to renewal			\$44,807.25		\$0.00	

Proposed Allocation		
Increase to Employer Effective 10/01/2013		\$64,312.68*
Increase to Employee Effective 01/01/2014		\$44,807.25

*No increase in city funds needed due to tiering and other benefit savings

	HRA	Reserves		HRA	Reserves		HRA	Reserves
HRA Reserves								
Employee Only: 69	\$1,250	\$438		\$1,250	\$438		\$1,250	\$438
Employee & Spouse: 17	\$2,500	\$875		\$2,500	\$875		\$2,500	\$875
Employee & Child(ren): 24	\$2,500	\$875		\$2,500	\$875		\$2,500	\$875
Family: 48	\$2,500	\$875		\$2,500	\$875		\$2,500	\$875
Total:		\$108,063			\$108,063			\$108,063

Employee Tier Level Comparison: FY 2012 - FY 2014

Tier Level	# of Employees		
	FY 2012	FY 2013	FY 2014
Employee Only - Tier 1	38	39	31
Employee Only - Tier 2	3	3	2
Employee Only - Tier 3	22	25	13
Employee Only - Tier 4	N/A	N/A	13
Employee - Tier 1/Spouse - Tier 1	6	6	8
Employee - Tier 1/Spouse - Tier 2	0	0	0
Employee - Tier 1/Spouse - Tier 3	1	1	0
Employee - Tier 1/Spouse - Tier 4	N/A	N/A	0
Employee - Tier 2/Spouse - Tier 1	1	1	2
Employee - Tier 2/Spouse - Tier 2	0	0	0
Employee - Tier 2/Spouse - Tier 3	2	2	0
Employee - Tier 2/Spouse - Tier 4	N/A	N/A	0
Employee - Tier 3/Spouse - Tier 1	2	0	0
Employee - Tier 3/Spouse - Tier 2	0	0	0
Employee - Tier 3/Spouse - Tier 3	3	4	4
Employee - Tier 3/Spouse - Tier 4	N/A	N/A	0
Employee - Tier 4/Spouse - Tier 1	N/A	N/A	0
Employee - Tier 4/Spouse - Tier 2	N/A	N/A	0
Employee - Tier 4/Spouse - Tier 3	N/A	N/A	0
Employee - Tier 4/Spouse - Tier 4	N/A	N/A	0
Employee - Tier 1/Child - Tier 1	14	12	12
Employee - Tier 2/Child - Tier 2	5	3	2
Employee - Tier 3/Child - Tier 3	10	9	6
Employee - Tier 4/Child - Tier 4	N/A	N/A	2
Employee - Tier 1/Family - Tier 1	28	26	23
Employee - Tier 1/Family - Tier 2	1	0	2
Employee - Tier 1/Family - Tier 3	4	3	1
Employee - Tier 1/Family - Tier 4	N/A	N/A	0
Employee - Tier 2/Family - Tier 1	9	7	4
Employee - Tier 2/Family - Tier 2	2	2	0
Employee - Tier 2/Family - Tier 3	2	3	2
Employee - Tier 2/Family - Tier 4	N/A	N/A	0
Employee - Tier 3/Family - Tier 1	2	0	4
Employee - Tier 3/Family - Tier 2	2	0	0
Employee - Tier 3/Family - Tier 3	4	9	3
Employee - Tier 4/Family - Tier 1	N/A	N/A	0
Employee - Tier 4/Family - Tier 2	N/A	N/A	0
Employee - Tier 4/Family - Tier 3	N/A	N/A	0
Employee - Tier 4/Family - Tier 4	N/A	N/A	26
Total	161	155	160

Attachment E

Dental - City of Colleyville Renewal/Proposals (effective 10/1/2013)

Primary Benefits

Non Orthodontia Deductible

Individual

Period

Family Limit

Waived For

Coinsurance

Preventive

Basic

Major

Orthodontia

Claim Payment Basis

Annual Maximum

Special Feature

Orthodontia Lifetime Maximum

BCBS Current	
In Network	Out of Network
\$50 Type II & III	
Calendar Year	
3 Per Family	
Preventive	Preventive

100%	100%
80%	80%
50%	50%
50% for person/\$1,000 lifetime	

Fee Schedule	90% U&C
\$1,500	
No	
\$1,000 up to age 26	

BCBS - Renewal	
In Network	Out of Network
\$50 Type II & III	
Calendar Year	
3 Per Family	
Preventive	Preventive

100%	100%
80%	80%
50%	50%
50% for person/\$1,000 lifetime	

Fee Schedule	90% U&C
\$1,500	
No	
\$1,000 up to age 26	

Delta	
In Network	Out of Network
\$50 Type II & III	
Calendar Year	
3 Per Family	
Preventive	Preventive

100%	100%
80%	80%
50%	50%
50% for person/\$1,000 lifetime	

Fee Schedule	90% U&C
\$1,500	
No	
\$1,000 up to age 26	

Rates

Employee Only: 71

Employee & Spouse: 22

Employee & Child(ren): 20

Family: 46

Monthly Premium

Annual Premium

Rate Guarantee

% Over Current

Annual Difference vs Current

Stand Alone or Contingent

\$31.60
\$64.73
\$62.49
\$104.01
\$9,701.92
\$116,423.04

\$31.60
\$64.73
\$62.49
\$104.01
\$9,701.92
\$116,423.04
1 Year

0.00%
\$0.00
Stand Alone

2 year Guarantee with Medical

\$31.11
\$63.74
\$61.53
\$102.41
\$9,552.55
\$114,630.60
2 Year

-1.54%
-\$1,792.44
Stand Alone

Attachment F

FSA and HRA Administration Services

Fees	EE Counts	TASC Current	TASC Bid Response	Discovery	Integrated Benefit Services
Monthly Fees					
FSA PEPM	58	\$3.61	\$3.61	\$4.90	\$3.75
HRA PEPM	166	\$4.57	\$4.57	\$4.90	\$4.25
Combined Rate PEPM		na	na	\$8.00	na
FSA Monthly minimum		\$200.00	\$200.00	\$50.00	\$200.00
HRA Monthly Minimum		\$600.00	\$300.00	\$50.00	\$550.00
Additional Fees					
Initial Setup Fee					
HRA		\$500.00	na	na	\$400.00
FSA		\$300.00	na	na	\$250.00
Renewal					
HRA		na	\$300.00	na	\$175.00
FSA		\$300.00	na	na	\$175.00
Debit Card Fees		na	na	na	\$15 per card and \$30 per reissue
Estimated Monthly Costs					
Monthly FSA Fees		\$209.38	\$209.38	\$0.00	\$217.50
Monthly HRA Fees		\$758.62	\$758.62	\$529.20	\$705.50
Monthly HRA/FSA Combo rate		\$0.00	\$0.00	\$464.00	\$0.00
Total Monthly Fees		\$968.00	\$968.00	\$993.20	\$923.00
Estimated Annual Costs					
Annual FSA/HRA fees		\$11,616.00	\$11,616.00	\$11,918.40	\$11,076.00
OE Fee		\$0.00	\$0.00	\$350.00	\$0.00
FSA SetUp/Renewal Fees		\$300.00	\$0.00	\$0.00	\$250.00
HRA SetUP/Renewal Fees		\$0.00	\$300.00	\$0.00	\$400.00
Debit Card Fees*		\$0.00	\$0.00	\$0.00	\$870.00
Total		\$11,916.00	\$11,916.00	\$12,268.40	\$12,596.00

1) Debit Card Fees assume 100% participation of those enrolled in the FSA plan

2) Discovery and Integrated Benefit Service can selectively issue debit card to only those who request them

3) TASC can only issue debit cards on an "all or none" basis.

4) Discovery and Integrated Benefit Service can reimburse via Direct Deposit and Paper Check, TASC will reimburse via Direct Deposit or TASC stored value card.

MEDICAL	Colleyville	Average	Bedford 1	Bedford 2	Eules	Grapevine 1	Grapevine 2	Grapevine 3	Grapevine 4	Hurst 1	Hurst 2	Hurst 3	Keller 1	Keller 2	NRH 1	NRH 2	Southlake 1	Southlake 2	Southlake 3
Provider																			
Name of Provider	BCBS		Cigna	Cigna	Self-insured	Self-insured	Self-insured	Self-insured	Self-insured	Cigna	Cigna	Cigna	Aetna	Aetna	Self-insured	Self-insured	Aetna	Aetna	Aetna
Type of Medical Plan																			
PPO, HMO, etc.	PPO		HDHP Base	HDHP (Buy-up)	Traditional PPO					HSA OAP	Consumer OAP	Enhanced OAP	HDHP w/HSA	Buy-up (PPO)	Traditional	HRA	HDHP	HMO	POS
In-Network Benefits																			
Deductible - Individual	\$2,000	\$1,632	\$2,500	\$1,500	\$500	\$2,500	\$1,750	\$2,000	\$500	\$2,500	\$1,000	\$1,500	\$1,500	\$500	\$1,000	\$1,500	\$5,000	\$1,000	\$1,000
Deductible - Family	\$4,000	\$3,400	\$5,000	\$3,000	\$1,500	\$5,000	\$3,500	\$4,000	\$1,000	\$5,000	n/a	n/a	\$3,000	\$1,000	\$2,000	\$3,000	\$10,000	\$2,000	\$2,000
Max Out-of-Pocket - Individual	\$1,000	\$2,912	\$5,000	\$3,500	\$2,500	\$1,000	\$1,000	\$1,000	\$1,000	\$2,000	\$4,000	\$3,000	\$2,500	\$3,000	\$3,000	\$3,500	\$5,500	\$4,000	\$4,000
Max Out-of-Pocket - Family	\$2,000	\$5,833	\$10,000	\$7,000	\$7,500	\$2,000	\$2,000	\$2,000	\$2,000	\$4,000	n/a	n/a	\$5,000	\$6,000	\$6,000	\$7,000	\$11,000	\$8,000	\$8,000
Max Lifetime Benefit Amount	unlimited									unlimited	unlimited	unlimited	n/a	n/a	unlimited	unlimited			
Physician Office Co-Pay	\$25 copay	\$28				*subject to deductible then paid at co-insurance rate	*subject to deductible then paid at co-insurance rate	*subject to deductible then paid at co-insurance rate	*subject to deductible then paid at co-insurance rate	Deductible/20%	\$30	\$30	\$20	n/a	\$30	80% after deductible 90% after deductible			
Specialist Office Co-Pay	\$30 copay	\$46								Deductible/20%	\$50	\$50	\$40	n/a	\$45				
HRA - Individual Coverage*	\$1,250	\$654	n/a	n/a	n/a	\$1,000	\$1,000	\$750	\$0	n/a	n/a	n/a	\$500			\$500	\$828		
HRA - Family Coverage*	\$2,500	\$1,261	n/a	n/a	n/a	\$2,000	\$2,000	\$1,500	\$0	n/a	n/a	n/a	\$1,000			\$1,500	\$828		
Prescriptions - Preferred List																			
Deductible - Individual	\$100	\$0	0			0				0	0	0	0	0					
Deductible - Family	\$300	\$0	0			0				0	0	0	0	0					
Tier 1 - Generic	\$20	\$8	30%	30%	\$5		\$4	\$4	\$4	Deductible/20%	\$15	\$15	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Tier 2 - Formulary Brand Name	\$40	\$27	40%	40%	30 or 10% if cost >500		> of \$15 or 20%	> of \$15 or 20%	> of \$15 or 20%	Deductible/20%	\$40	\$40	\$25	\$35	\$25	\$30	\$25	\$40	\$40
Tier 3 - Non-Formulary Brand Name	\$70	\$48	50%	50%	> of \$50 or 50%		> of \$30 or 30%	> of \$30 or 30%	> of \$30 or 30%	Deductible/20%	\$70	\$70	\$50	\$60	\$50	\$60	\$45	\$60	\$60
Premium Payment (%)																			
City Paid - Employee Premiums	86%	94%	100%	89%	77%	100%	100%	97%	97%	depends on rate and level of coverage			100%	91%	78%	87%	100%	100%	95%
City Paid - Dependent Premiums	61%	60%	EC-74% ES-63% EF-67%	EC-49% ES-40% EF-53%	EC-42% ES-60% ES-52%					depends on rate and level of coverage			EC-80% ES-82% EF-80%	EC-81% ES-78% EF-76%	EE+2.65% EE+1- EE+3		EC-72% ES-72% EF-49%	EC-58% ES-45% EF-35%	EC-50% ES-64% EF-31%
Monthly Premiums - City Paid (\$)																			
Employee Only	\$346.53	\$490.11	\$366.03	\$370.81	\$526.41	\$78.36	\$473.06	\$680.49	\$958.91	depends on rate and level of coverage			\$613.08	\$660.40	\$377.00	\$389.00	\$416.00	\$476.00	\$476.00
Employee plus Children	\$542.94	\$1,022.09	\$620.19	\$584.73	\$908.97	\$1,412.59	\$2,239.82	\$990.75	\$1,683.65	depends on rate and level of coverage			\$516.00	\$904.54	\$1,112.00	\$1,113.00	\$741.00	\$741.00	\$741.00
Employee plus Spouse	\$650.86	\$684.58	\$606.11	\$571.12	\$1,084.19	\$405.36	\$280.13	\$388.73	\$844.50	depends on rate and level of coverage			\$899.48	\$1,005.54	\$647.00	\$629.00	\$741.00	\$741.00	\$741.00
Employee plus Family	\$845.10	\$998.27	\$912.15	\$883.88	\$1,347.02	\$121.76	\$1,091.09	\$1,204.89	\$974.16	depends on rate and level of coverage			\$962.74	\$1,082.15	\$1,342.00	\$1,501.00	\$851.00	\$851.00	\$851.00
Monthly Premiums - Employee Paid (\$)																			
Employee Only	\$56.41	\$36.36	\$0.00	\$44.74	\$159.90	\$0.00	\$0.00	\$21.00	\$28.00	depends on rate and level of coverage			\$0.00	\$65.46	\$107.00	\$59.00	\$0.00	\$0.00	\$24.00
Employee plus Child(ren)	\$181.98	\$173.66	\$89.88	\$176.70	\$303.00	\$33.00	\$67.00	\$100.00	\$133.00	depends on rate and level of coverage			\$126.86	\$209.82	\$392.00	\$233.00	\$129.00	\$195.00	\$243.00
Employee plus Spouse	\$250.98	\$213.67	\$140.58	\$231.88	\$361.40	\$37.00	\$74.00	\$111.00	\$148.00	depends on rate and level of coverage			\$192.74	\$284.79	\$281.00	\$202.00	\$235.00	\$318.00	\$374.00
Employee plus Family	\$375.17	\$360.41	\$273.38	\$417.78	\$449.02	\$60.00	\$120.00	\$180.00	\$240.00	depends on rate and level of coverage			\$242.80	\$341.69	\$424.00	\$265.00	\$547.00	\$702.00	\$783.00
DENTAL	Colleyville																		
Provider																			
Name of Provider	BCBS				Self-insured	Cigna				Cigna	Cigna						UHC	UHC	
Type of Plan																			
PPO, HMO, etc.	PPO		PPO/DMO		Traditional PPO	DPPO				DHMO	PPO		PPO		PPO		DHMO	PPO	
Premium Payment (%)																			
City Paid - Employee Premiums	91%	100%								100%	100%								
City Paid - Dependent Premiums	0%	0%								0%	0%								
Monthly Premiums - City Paid (\$)																			
Employee Only	\$28.76	\$16.95	\$26.36		\$20.63	not available				\$0.00	\$0.00		\$30.57		\$32.00		\$7.00	\$19.00	
Employee plus Children	\$28.76	\$27.33			\$39.20					\$12.56	\$30.24								
Employee plus Spouse	\$28.76	\$34.73	\$33.38		\$47.45					\$12.56	\$45.52								
Employee plus Family	\$28.76	\$47.36	\$51.68		\$59.84					\$25.81	\$75.76		\$57.77		\$82.00		\$7.00	\$19.00	
Monthly Premiums - Employee Paid (\$)																			
Employee Only	\$2.84	\$1.49	\$0.00		\$6.88					\$0.00	\$0.00		\$0.00		\$5.00		\$0.00	\$0.00	
Employee plus Children	\$33.73	\$23.72			\$13.07					\$12.56	\$45.52								
Employee plus Spouse	\$35.97	\$17.16	\$10.00		\$15.82					\$12.56	\$30.24								
Employee plus Family	\$75.25	\$39.06	\$33.76		\$19.94					\$25.81	\$75.76		\$27.18		\$20.00		\$19.00	\$91.00	

*Medical deductible only



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 5a

Agenda Date 07/16/2013

Number Ordinance O-13-1880

Type Ordinance

Department Community Development

Title

Consideration for a zoning change from R40-Single Family Residential to R20-Single Family Residential on 10.2 acres on Lot 1, Block 1, of the Stajduhar Addition located at 816 W. L.D. Lockett Road, Case ZC13-006

Explanation

Second Reading and Public Hearing

There were three persons who spoke in opposition to this request at the July 2, 2013 meeting. There were four persons who did not wish to speak, but registered their opposition to this request at the July 2, 2013 meeting. The speaker cards have been attached to the agenda briefing.

Additionally, staff received one letter of concern, four letters of opposition, and a petition with 15 signatures, requesting Laura Lane to be gated. The letters and petition have been attached to the agenda briefing.

The percentage of total properties within 200 feet of the subject property opposed to the request stands at 12.9 percent. Therefore no supermajority vote is required by the City Council in order to approve the request.

First Reading and Public Hearing

John Dickerson has submitted a request to change the zoning on 10.2 acres, located at 816 L.D. Lockett Road. The applicant is requesting to rezone the property from the R40-Single Family Residential to the R20-Single Family Residential zoning district. The applicant is seeking a zoning change in order to develop the property for 17 new residential lots and two (2) open space lots.

Existing Conditions. The subject property currently consists of a horse stable and smaller ancillary buildings, however, the plan is to demolish all structures on the lot. The property is platted as one lot, and recorded with Tarrant County. Additional approval of a preliminary and final plat will be required upon approval of the rezoning request.

Ordinance O-03-1397 authorized a Special Use Permit (SUP) for an accessory building on the property. This SUP was for the existing horse stable and smaller ancillary buildings, as shown on the conceptual site plan, attached to the original ordinance. Ordinance O-08-1654 amended Ordinance O-03-1397 to allow an increase in the size

of the approved accessory building.

Statement of Planning Objectives. The applicant submitted a Statement of Planning Objectives which contains a detailed description of the proposed development and it is attached to this agenda briefing.

Non-Discretionary Zoning Request. As the rezoning request does not involve a discretionary zoning category such as a Special Use Permit or Planned Unit Development, and is, instead, a rezoning request from one non-discretionary zoning district to another non-discretionary zoning district, no extra conditions or exactions may be added to the proposed Ordinance O-13-1880, as part any approval by the City Council.

Lot Dimensions and Setbacks. The R20 zoning regulations, in the Land Development Code, require a minimum lot size of 20,000 square feet with a minimum lot width of 100 feet, and lot depth of 125 feet. Per Section 3.24 G, Schedule of District Regulations, in the Land Development Code, the following residential zoning standards apply:

Minimum Front Yard Setback: 30 feet

Minimum Side Yard Setbacks: 10 feet

Minimum Rear Yard Setback: 25 feet

Maximum Building Height: 25 feet

Maximum Lot Coverage: 30 Percent

The dimensions of the proposed lots meet the minimum standards of the Land Development Code.

Surrounding Development Trends. The site is located between two (2) subdivisions zoned R20-Single Family Residential. The subdivision to the east is known as Covington Addition, and the subdivision to the west is known as Lavaca Trail Estates. To the north is a collection of larger, estate sized R20-Single Family Residential zoned lots. Additionally, there is a subdivision, south of L.D. Lockett Road, zoned PUD-R-Planned Unit Development Residential, known as Reatta Place. This requested change in zoning from R40 to R20 is consistent with the lower density residential uses in this area.

Tree Preservation. As required by Chapter 5 - Tree Preservation, of the Land Development Code, approval of a tree survey and mitigation plan shall be required prior to the issuance of a Notice to Proceed letter from the Engineering Division of the

Public Works Department. To date, the applicant has not submitted this plan.

Trees not located under a pad site must be preserved during construction. Before construction begins on the site, protective fencing must be installed around all preserved trees located outside the right-of-way. The fencing must be located at the drip line of the preserved trees. The protective fencing may be comprised of orange vinyl construction fencing, chain link fence, erosion control fencing, or other similar fencing. The fencing must remain in place during the entire construction period.

Open Space. The R20 zoning district regulations, in the Land Development Code, do not require a minimum percentage of open space. However, the applicant has proposed two (2) open space lots, totaling approximately .51 acres, or approximately five (5) percent, located on the west side of the development, to the south of Lot 1, and to the north of Lot 4. Both open space lots will contain detention ponds. According to the Land Development Code, retention ponds located in open space lots are required to be maintained by the homeowner's association. This requirement will be added to the final plat.

Preliminary Drainage Analysis. The developer has submitted a Preliminary Drainage Analysis of the site, which is to be reviewed by the Engineering Division of the Public Works Department. However, any conditions associated with drainage and storm water runoff shall be set and enforced at the time of platting.

On site detention is required and is located in the open space lots, located on the west side of the development, to the south of Lot 1, and to the north of Lot 4.

Sidewalks and Trails. Sidewalks are required to be installed along the new internal street, at the time of new home construction. According to the Colleyville Trails and Sidewalk Systems Map, a five (5) foot sidewalk is required along L.D. Lockett Road. The sidewalk must be installed prior to the acceptance of final public improvements.

Development Fees. Parkland dedication fees are required, in the amount of \$1,802.00 per residential lot, for the 17 lots where new homes are proposed. Parkland dedication fees are due at the time of final plat and must be paid before the final plat is recorded with the County Clerk's office.

Roadway impact fees are due in the amount of \$4,941 per residential lot at the time of the building permit application.

Water and Wastewater impact fees are due at the time of the building permit application. Fees for a typical 5/8 inch meter are \$2,491 for the water impact fee and \$643 for the wastewater impact fee.

Perimeter street improvement fees are due at the time of approval of the final plat for L.D. Lockett Road. Perimeter street improvements are required for the newly created

lots since L.D. Lockett Road is considered unimproved adjacent to the subject property. The developer's portion of the costs for infrastructure improvements may not exceed the amount that is roughly proportionate to the projected impact of the proposed development, as determined by a professional engineer, licensed in the State of Texas, and who is retained by the City of Colleyville. In making the rough proportionality determination, consideration shall be given to the availability of adequate and minimum levels of public facilities and accessibility to the site for the delivery of emergency services.

Traffic Generation and Access. The developer is not required to provide a Traffic Impact Analysis, since the development is not projected to generate in excess of 1,000 vehicle trips per day. The Institute of Transportation Engineers publication Trip Generation provides estimates of expected traffic generation based on land use. Data has been collected in the United States and Canada since the 1960's, primarily in suburban locations. Single-family residences are expected to generate 9.57 trips per day, on average. Based on this average, a 17 lot development would add approximately 163 vehicle trips per day to the surrounding roadways. Two entryways are required for subdivisions that contain more than 12 lots. The proposed subdivision's main entrance is from L.D. Lockett Road. The other entryway is internal from the existing stub-out from Laura Drive, which connects with Lavaca Trail Estates, to the west. The street connection, in the proposed development, is located between the open space, Lot 4, of Block 1 and Lot 1, of Block 2, on the west side of the development. This will be a public street, with no emergency access easement. Per the conceptual site plan, St. Andrews Boulevard aligns directly with Reatta Place, south of L.D. Lockett Road. The proposed layout has been reviewed and approved by the Fire Marshal.

Infrastructure. Water and sanitary sewer services are available along adjacent rights-of-way. The developer is responsible for the extension of water and sewer service lines to the individual lots.

Residential Density. The Colleyville Master Plan suggests a maximum residential density of 1.8 dwelling units per acre, in most situations. It further states densities higher than 1.8 units per acre, would be acceptable in those areas deemed consistent with sound land use planning principles. The proposed development would be situated between existing residential uses. The proposed development of 17 residential units on the 10.2 acre property will produce a residential density of 1.66 dwelling units per acre based upon the density calculation method prescribed by the Master Plan and will produce a residential density of 2.2 dwelling units per acre based upon the density calculation method prescribed by the Land Development Code.

Master Plan. The Future Land Use Plan designates the entire subject property for single family residential. The proposed development is consistent with the Future Land Use Plan.

Public Notification. Staff mailed notices to 40 adjacent property owners within 200 feet as well as all Homeowners Associations within 500 feet of the subject property regarding this request. Notice was published in the Fort Worth Star-Telegram as required by state law and the Land Development Code. To date, staff has received no correspondence regarding this request.

At the June 10, 2013 Planning and Zoning Commission meeting, there were six (6) persons who actually spoke in opposition to this request. There was one (1) person who actually spoke in support of this request. Although only four (4) speaker cards are attached in opposition, there are multiple names on two (2) of the speaker cards.

Planning and Zoning Commission Recommendation. The Planning and Zoning Commission recommended approval of the rezoning request at the June 10, 2013 meeting by a vote of 6-0.

Summary. The proposed zoning change is consistent with the Future Land Use Plan, which designates the subject property as single family residential uses. Given the proposed use compliments surrounding developments, is compliant with the requirements of the Land Development Code, and is consistent with the Future Land Use Plan, staff recommends approval of the rezoning request.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Location and Zoning Map
2. Notification List
3. Buffer Map
4. Letters of Opposition and Petition
5. Letters of Support
6. Letter of Concern
7. Speaker Cards from the July 2, 2013 Meeting
8. Aerial Looking North
9. Statement of Planning Objectives
10. Site Plan
11. Ordinance O-13-1880

The map displays a residential area with various streets and lot numbers. A red box highlights a specific property, labeled "Subject Property". The map includes streets such as Crystal Way, Lockley Way, Laura Ln, Tappen Shire, Duns Tew Path, and W L D Lockett Rd. The property is located on Laura Ln, between Crystal Way and Lockley Way. The map also shows other streets like Sterling Dr, Crescent Way, Crescent Ln, Kays Ct, Texas Trl, Reatta Pl, and Lowrie Rd. Lot numbers are provided for many of the properties. Zoning designations are indicated by letters and numbers, such as R-40, R-20, PUD-R, and R-30. A red arrow points to the "Subject Property" from a label.

Notification List

Owner Name	Owner Address	Owner City	Owner State	Owner Zip	Situs Address
A R A F Inc	17290 Preston Rd Ste 114	Dallas	Texas	75252	5801 Kays Ct
Adams, Kenneth J Etux Barbara	5708 Texas Trl	Colleyville	Texas	76034	5708 Texas Tr
Akinmerese, Olawale Etux Olayi	5912 Kays Ct	Colleyville	Texas	76034	5912 Kays Ct
Anderson, Jared Etux Heather	5800 Kays Ct	Colleyville	Texas	76034	5800 Kays Ct
Ashton Dallas Residential Llc	1221 N Interstate 35E # 170	Carrollton	Texas	75006	724 Lockley Way
Azer, Mervat N Etvir Sameh F	5805 Kays Ct	Colleyville	Texas	76034	5805 Kays Ct
Boots, Brian Etux Cathy E	5900 Kays Ct	Colleyville	Texas	76034	5900 Kays Ct
Childress, Michael S Etux Kara	5904 Kays Ct	Colleyville	Texas	76034	5904 Kays Ct
Croney, Edward J & Nancy M	727 Tappen Shire	Colleyville	Texas	76034	727 Tappen Shire
Dinh, Nhung Etux Chinh	5913 Kays Ct	Colleyville	Texas	76034	5913 Kays Ct
Ediger, Melanie L Etvir Steve	724 Tappen Shire	Colleyville	Texas	76034	724 Tappen Shire
Eitel, Jeramie	6101 Emmas Ct	Colleyville	Texas	76034	6101 Emmas Ct
Ellison, John Etux Debra	5905 Kays Ct	Colleyville	Texas	76034	5905 Kays Ct
Gohr, Martin Etux Lorraine	809 Lavaca Trl	Colleyville	Texas	76034	809 Lavaca Tr
Gordon, Mark K Etux Beverly W	720 Lockley Way	Colleyville	Texas	76034	720 Lockley Way
Hankins, Jeremy	5816 Chalford Cmn	Colleyville	Texas	76034	5816 Chalford Common
Hultquest, Philip P Etux Lily	5712 Texas Trl	Colleyville	Texas	76034	5712 Texas Tr
Ishak, Ashraf Z	104 W Ld Lockett Rd	Colleyville	Texas	76034	805 W L D Lockett Rd
Kuhlmann, Peter Etux Linda	4423 Chapel Rd	Graham	Texas	76450	801 W L D Lockett Rd
Lavaca Associates Llc	5637 Smaller Rd	Johnstown	Ohio	43031	5908 Kays Ct
Lavaca Oaks Lp	-6401 Westcoat Dr	Colleyville	Texas	76034	901 Lavaca Tr
Martin, Stephen Lee Etux Nan C	813 Lavaca Trl	Colleyville	Texas	76034	813 Lavaca Tr
Mentavlos, Michael Constantine	727 Lockley Way	Colleyville	Texas	76034	727 Lockley Way
Milligan, John	720 Tappen Shire	Colleyville	Texas	76034	720 Tappen Shire
Newton Team Homes Inc	PO Box 1162	Colleyville	Texas	76034	723 Lockley Way
Nykiel, Stephen & P Nykiel	5909 Kays Ct	Colleyville	Texas	76034	5909 Kays Ct
Rouse, James A Etux Nancy J R	720 Duns Tew Path	Colleyville	Texas	76034	720 Duns Tew Path
Scott, Walter & Christy	401 Bridlewood S	Colleyville	Texas	76034	5917 Kays Ct
Shurtleff, David J & Teresa K	719 Lockley Way	Colleyville	Texas	76034	719 Lockley Way
Smith, Ted Etux Michele	5704 Texas Trl	Colleyville	Texas	76034	5704 Texas Tr
Stajduhar, Martin Etux Lisa	816 W Ld Lockett Rd	Colleyville	Texas	76034	816 W L D Lockett Rd
Thorne, Jennifer & Charles M	5808 Kays Ct	Colleyville	Texas	76034	5808 Kays Ct
Votaw, J T Etux Ruth	5804 Chalford Cmn	Colleyville	Texas	76034	5804 Chalford Common
Wellsheim, Matthew Etux Cheryl	719 Tappen Shire	Colleyville	Texas	76034	719 Tappen Shire
Wheelwright, David	5701 Reatta Pl	Colleyville	Texas	76034	5701 Reatta Pl
Willis, Randall Etux Yvonne	6105 Emmas Ct	Colleyville	Texas	76034	6105 Emmas Ct
Reatta Place Hmowners Assoc	5506 Texas Trl	Colleyville	Texas	76034	Courtsey Notice
L T Estates Hoa Inc	215 W College St	Grapevine	Texas	76051	Courtsey Notice
Emerald Park H A Inc	400 Country Pl	Colleyville	Texas	76034	Courtsey Notice
John Dickerson, Applicant	8333 Douglas, Suite 1300	Dallas	Texas	75225	Applicant

Public hearing notices were mailed
Fri., May 31, 2013 by Taci Wrisley

[illegible]

Letters of Opposition

From: [Wale](#)
To: [Taci Wrisley](#)
Subject: Concerned resident of Lavaca Trail
Date: Tuesday, July 02, 2013 9:30:47 AM

Hi,

My name is Dr Akinmerese and I live at 5912 Kays Ct, colleyville. I am a concerned resident of Lavaca Trail sub division and I am opposed to placing a gate at Laura lane to allow through traffic between Kays ct and the proposed St Andrews development.

This will help to prevent increased traffic from private cars, construction vehicles, maintenance trucks and safety for our children on the street. If a gate is placed, it should be an emergency entry/exit only.

Also we are concerned about increased flooding in our neighbourhood from the new development and we hope this concerned are adequately considered. Thank you very much for giving us a voice.

Dr Akinmerese
5912 Kays ct.

Sent from my iPhone

Letters of Opposition

To the City of Colleyville Council,

My name is Glenn Campanile and I live at 5812 Chalford Common in Colleyville. My home is located in the Covington neighborhood and my home backs up to the property at 816 W. L.D. Lockett. I am writing to voice my opposition to the rezoning from 1 acre parcels to ½ acre parcels.

When I purchased my home in April 2013 I was told by the home builder that the property behind my home was designated to be 1 acre parcels and that there was a “letter of intent” on the property, but that it was only in the preliminary stages.

I went to the City of Colleyville website to perform my due diligence and found nothing that would indicate anything different from what I was told. At the beginning of June, while meeting a couple of my neighbors, I was told that the city was notifying homeowners within 200 ft. of the proposed development. I never received a notice (I found out later that the notice was sent to the builder) so I called the city and had the proposed plat e-mailed to me.

I have several points of contention with the proposed development:

- 1) The depth of the lots in the community. The average depth is about 133'. With a front setback of 30'. If a home built on this lot is 70' deep, that leaves only 33' +/- from the rear of the structure to the property line. A backyard as shallow as 30' takes away the privacy that those of us who back to the proposed community currently have. It also is out of step from the country feel that surrounds this part of Colleyville.
- 2) Lack of imagination in the layout of the community. With such a narrow piece of property, it's a challenge to plan anything unique when attempting to shoehorn this many lots into the limited amount of land. This proposal lacks uniqueness or forethought.
- 3) In reviewing the plat, I noticed how the street just divides the property straight down the middle. It doesn't appear that any thought was given to the notion of saving, or working around some of the large trees already on the property. I am also concerned that the two large trees that are on my property line will be torn down as well.
- 4) What is grading plan for this development? My home currently sits above the land in question, is there a grading plan that will change that?

I hope that the City Council is still open to input from the residents directly affected by this zoning change. I am not opposed to growth, as I work in the home building industry and have for the last 15 years. I am also not a NIMBY (not in my back yard), someone who buys somewhere and then fights any and all development around them.

My neighbors and I just want a quality development that will not encroach on our privacy.

Thank you,

Glenn Campanile

817-369-4840

Letters of Opposition

From: [John Ellison](#)
To: [Taci Wrisley](#)
Subject: Zoning Change Concerns - Proposed R20 Subdivision
Date: Tuesday, July 02, 2013 3:17:12 PM
Attachments: [Kays Ct Flooding - Aug 2012.MOV](#)
[Flooding on Laura Lane - Aug 2012.MOV](#)

Taci, my wife and I would like to voice our concerns about a zoning change that goes before the Colleyville City Council tonight. We live in the Lavaca Trail Estates neighborhood. Our contact information is:

John and Debbie Ellison
5905 Kays Ct.
Colleyville, TX 76034
(817)337-4902

We would like to bring attention to two major concerns:

1) Drainage - Our property is located on the northeast corner of Laura Lane and Kays Ct. From our garage we back out on to Laura Lane and our back yard shares a border with the proposed subdivision to the east. We are concerned that an already bad drainage problem will be made worse by allowing new homes on half acre lots in the proposed subdivision. We further believe that a status quo drainage design in the new subdivision will not remedy or otherwise provide adequate protection from flooding. On three occasions during the year we have lived in our home we have witnessed serious flooding events. We are concerned that these events could become more severe and possibly more frequent as new roofs and roads replace natural ground. I have attached two video clips that show a dangerous amount of water flowing from the proposed subdivision property west on Laura Lane to Kays Court during a period of heavy rain in August of last year. Both videos were taken looking south on to Laura Lane from our garage. Unfortunately, neither video shows the sheets of water than flowed from the proposed subdivision property across our back yard to Laura Lane. One video does capture an SUV turning around upon encountering the water flowing south on Kays Ct.

2.) Our second concern has to do with opening Laura Lane to through traffic. We do not want to see young families in our neighborhood retreat from the streets due to increased traffic on Laura Lane. We do not want a throughway that benefits a new subdivision to decrease the desirability of our neighborhood. My wife and I have signed a petition in support of a gate between our neighborhood and the proposed subdivision. We believe this provides a good compromise to opening Laura Lane to unrestricted traffic.

Thank you for registering our concerns with the Colleyville City Council.

Respectfully,
John and Debbie Ellison

Letters of Opposition

From: [Edward Hogan](#)
To: [Taci Wrisley](#)
Cc:
Subject: Case # ZC13-006, Hearing to be held July 2 @ 7:30 PM
Date: Tuesday, July 02, 2013 9:12:20 AM

Gentlemen:

This email is in response to case ZC13-006 hearing to be held July 2, 2013. This application considers a zoning change from R-40 Single Family Residential to R-20 Single Family Residential. This 10.2 acres (known as St. Andrews Estates) lies east and uphill from the LaVaca Trail Estates where I currently live. LaVaca Trail Estates consists of one long street (Kays Ct at one end and Emmas Ct at the other end) with a total of approximately 34 lots, 24 developed and 10 remaining. To mitigate silt runoff from our own development activity, we have installed silt barriers along the street and built two ponds to catch the silt that passes through the silt barriers. One of my concerns with the application is the development activity that will take place in a location uphill from us. From my personal observation a huge volume of water and silt from the proposed development already drains down Laura Lane (a stubbed side street) and directly into our already stressed pond located about a lot south on Kays Ct. As always, with new development, fresh ground will be broken and the water and silt into our pond will only be exacerbated. My question is, are the city engineers aware of the volume of water that goes down Laura Ln and have they reviewed the Site Plan for drainage and is the proposed pond (I think it is a pond, it's difficult to read the pdf) adjacent to Laura Ct adequate to handle the volume of water and silt?

Also, I understand the requirement that a street with more than 12 houses have at least two exits for safety reasons. I have seen a number of subdivisions that have gates (not permanent) to eliminate any unnecessary traffic. Would it be possible to put a gate on Laura Ct to eliminate any unnecessary traffic from St Andrews Estates onto Kays and Emmas Ct. I ask this because there are quite a few families with small children along Kays and Emmas Ct.

Thanks for your consideration,
Ed and Karol Hogan
6201 Emmas Ct
LaVaca Trail Estates
Colleyville

Letters of Opposition

Our Concerns About the Rezoning from R-40 to R-20 at 816 L.D. Lockett

AND

The increased water flow due to the land being developed.

- I understand that the developer intends to install 2 retention ponds & has an engineer employed.

However, we have not seen a drainage plan that protects our property satisfactorily.

We have seen the pre & post drainage plan that dumps water from lot #4 in St. Andrews onto 3 lots in Lavaca...Lots 21,22,23.
This is a huge fear since our lot is 22.

In our prior home in Colleyville-- we DID have our property flood.

We want precautions taken so this home does not flood. (videos & pictures have been sent capturing images of large amounts of water flowing in this community).

We are also interested in how Mr. Dickerson's engineers will account for the water from other adjacent properties near St. Andrews-- Since Lavaca is lower.

We recognize that the concentration of water will increase..based on the change from a field of vegetation (which water flows slower thru) to a development of driveways, roofs & gutters which causes water to flow faster.

As a mother I am fearful of flash flooding which would endanger my 4 year old & the children of our community.

- We would like to see evidence that the large downpours and the 100 year rains will be sufficiently accounted for keeping our home & family safe from flooding. (I have seen photo's picturing the June of 2006 rains where parts of Lavaca Trail had water more than a foot above the curbs).
- We'd like to find out who would take responsibility should there be a water issue that would negatively affect Lavaca property owners?
- Should you approve this request we ask that the St. Andrews HOAs ensure the homes are commensurate with Mr. Dickersons \$600-\$800 price point to protect our property & home resale value AND that the property remain zoned R-40.
- Also that 816 LD Lockett would not negatively..BUT positively..affect our property value...usefulness.. & enjoyment.

RECEIVED

JUL 02 2013

Per

Letters of Opposition

We oppose this zoning change to R-20; please note that there are still 5 plots of land close by that are zoned R-40 and we moved from a busier part of Colleyville to this rural setting on purpose.

Should the community be approved I am Requesting a Gate @ Laura Lane

- There is a high number of families with small children who live throughout our community. My son is 4..
- The streets & sidewalks are busy with bikes, strollers, & families enjoying the outdoors. Last Sunday we saw a familiar sight, one of the Thorne boys riding his go cart in the cul de sac where Laura Lane is stubbed out.
- Please consider the estimated 163 additional vehicle trips per day due to approving a 17 home community.
- Should this street be opened our small children would especially be endangered.
- If the traffic light being proposed at LD Lockett is installed, Laura Lane would give St. Andrews homeowners a convenient short cut thru our community to get to that light.
- Laura Lane's opening will create a new nuisance since vehicle lights will shine into certain homeowner's windows.
- I ask that the Council consider the surrounding communities.
- Emerald Park has more than twice the number of homes as proposed for St Andrews and they have only **one** main outlet.
- Covington with 36 building sights has **one** main outlet with a gated internal outlet.
- Therefore we are requesting that there be a gate installed @ Laura Lane to keep our community quiet & safe.
- Attached is a petition of some of the neighbors who support a gate @ Laura Lane...others were not available due to holiday travel.

We love the rural, laid back, peaceful family friendly personality of Colleyville & Lavaca Trail. Thank you for your thoughtful consideration & protecting our home & community.

Steve, Pamela & Nathan Nykiel, Lot #22 5909 Kays Ct., Colleyville



Letters of Opposition



Letters of Opposition



Letters of Opposition



Letters of Opposition



Letters of Opposition



Letters of Opposition



Letters of Opposition



Letters of Opposition



Letters of Opposition



Letters of Opposition



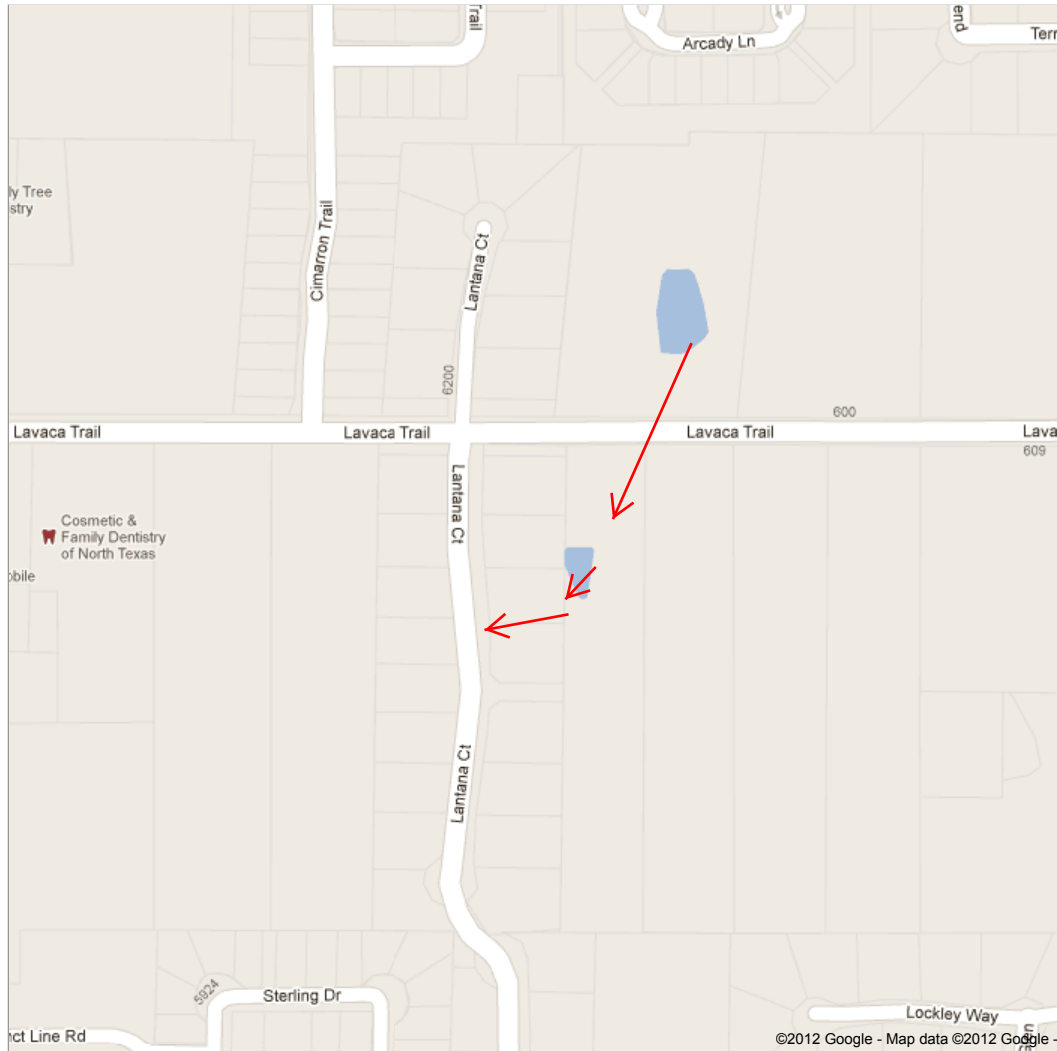
Letters of Opposition



Letters of Opposition



Letters of Opposition



Letters of Opposition

Lavaca Trail Estates HOA Members Petition Regarding St Andrews Development

PETITION: Should the City Council approve the zoning change from R40-Single Family Residential to R20-Single Family Residential on 10.2 acres on Lot 1, Block 1, of the Stajduhar Addition located at 816 L.D. Lockett Road, case ZC13-006,

The Homeowners of Lavaca Trail Estates are requesting that a gate be installed across the connection of Laura Lane in Lavaca Trail Estates to the proposed St. Andrews Blvd. in St. Andrews Estates.

Please sign the attached signature page.

RECEIVED

JUL 02 2013

Per

Letters of Opposition

Lavaca Trail Estates HOA Members Petition Regarding St Andrews Development

We the members and homeowners of Lavaca Trail Estates support this petition:

Signature & Address:

- 1) Steve & Pamela Mykiet 5909 Kays Ct Steve Mykiet
- 2) Shuilesh & Harsha Patel 6108 Emmus Ct Shuilesh Patel
- 3) BRIAN & CHARLOTTE CHANDLER 6205 EMMA CT Brian Chandler
- 4) DAVID & ELIZABETH WARRICK 6104 EMMA CT David Warrick
- 5) ANISH & SHALINI GEORGE 6209 EMMA CT. Anish George
- 6) RANDY & YVONNE WILLIS 6105 EMMA CT Randy Willis
- 7) Scott & Kara Childress 5904 Kays Ct Scott Childress
- 8) Dignie Rayson & Ben Omlerson 6208 Emma Court
- 9) Matt & Jenna Thom 5808 Kays Court
- 10) Sameh Azer 5805 Kays Ct.
- 11) Jared Anderson 5800 KAYS CT.
- 12) Olawale Akinmerere 5912 Kays Ct Olawale Akinmerere
- 13) BRIAN & CATHY BOOTS 5900 KAYS CT. Brian Boots
- 14) JOHN & DEBBIE ELLISON 5905 KAYS CT. John Ellison
- 15) Walter & Christy Scott 5917 Kays Ct Walter Scott

RECEIVED

JUL 02 2013

Per

Letters of Opposition

Re: Attached Petition

THERE ARE 10 HOMEOWNERS
ON Kays Ct. Plus 1 Model home

All 10 HOMEOWNERS
ARE REQUESTING a gate
be installed @ Laura Lane
should their zoning be
approved.

Additionally there ARE 2
HOMEOWNERS ON EMMA'S
who ARE REQUESTING a
gate be installed.

RECEIVED

JUL 02 2013

Per

Letters of Support

SPEAKER CARD

Date: 6/10/13

Agenda Item Number: 4A

For example: 5a (this can be found on the far left side of the agenda copy)

☒ I will speak **In Support** of this item. ☐ I will speak **In Opposition** to this item.

☐ I do not wish to speak, but please record my: ☐ **support** ☐ **opposition**

Name: Dan Crowe

Address: 6028 Sterling Dr.

City: Collegeville

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed: Dan Crowe

This information is a Public Record

Letter of Concern

Amy Shelley

Subject: FW: July 2nd mtg for 816 W LD Lockett

From: Chris Vu
Sent: Friday, June 28, 2013 10:12 PM
To: Amy Shelley
Subject: RE: July 2nd mtg for 816 W LD Lockett

June 27, 2013

To Colleyville City Council,

RE: St Andrews Estates to be built on 816 W LD Lockett Colleyville, TX 76034

Our names are Chris Vu and Nhung Dinh. We reside at 5913 Kays Ct. Colleyville TX. (Lot 21)

We support the petition to keep Laura Lane closed. Due to many reasons that many of our neighbors in Lavaca Trail Estates also share that I will briefly outline for you here.

- Increase traffic onto Kays Court and Emmas Court where there are many families with small children
- Construction traffic from vehicles getting to St Andrews
- LD Lockett and Precinct Traffic light going up will increase traffic through our streets to get to the light or to avoid it
- Traffic lights glaring into the homes around Laura Lane and Kays Court

Unfortunately we are not able to attend the July 2nd meeting, but would like to voice our concern for this matter as we know that the zoning has already been approved for the plot to be R20.

Thank you and we look forward to working with you throughout this process.

Chris Vu and Nhung Dinh

817-507-5992

Speaker Cards from the July 2, 2013 Meeting

SPEAKER CARD

Date:

7/2/13

Agenda Item Number:

6a

For example: **5a (this can be found on the far left side of the agenda copy)**

_____ I will speak **In Support** of this item. ☒ I will speak **In Opposition** to this item.

_____ I do not wish to speak, but please record my: _____ **support** _____ **opposition**

Name:

Steve Nykiel

Address:

5909 Kays Ct

City:

Colleyville

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed:

Steve Nykiel

This information is a Public Record

SPEAKER CARD

Date:

7/2/13

Agenda Item Number:

6a

For example: **5a (this can be found on the far left side of the agenda copy)**

_____ I will speak **In Support** of this item. ☒ I will speak **In Opposition** to this item.

_____ I do not wish to speak, but please record my: _____ **support** _____ **opposition**

Name:

Pamela Nykiel

Address:

5909 Kays Ct

City:

Colleyville

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed:

Pamela Nykiel

This information is a Public Record

Speaker Cards from the July 2, 2013 Meeting

SPEAKER CARD

Date: 7-2-13

Agenda Item Number: 6a

For example: **5a (this can be found on the far left side of the agenda copy)**

_____ I will speak **In Support** of this item. ☒ I will speak **In Opposition** to this item.

_____ I do not wish to speak, but please record my: _____ **support** _____ **opposition**

Name: Walter Scott

Address: 5917 Kays Ct

City: Colleyville

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed: _____

This information is a Public Record

SPEAKER CARD

Date: 7/2/13

Agenda Item Number: 6A

For example: **5a (this can be found on the far left side of the agenda copy)**

_____ I will speak **In Support** of this item. _____ I will speak **In Opposition** to this item.

☒ I do not wish to speak, but please record my: _____ **support** ☒ **opposition**

Name: Brian Chandler

Address: 6205 EMMAS CT

City: COLLEYVILLE

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed: _____

This information is a Public Record

Speaker Cards from the July 2, 2013 Meeting

SPEAKER CARD

Date: 7/2/13

Agenda Item Number: 6A

For example: 5a (this can be found on the far left side of the agenda copy)

_____ I will speak **In Support** of this item. _____ I will speak **In Opposition** to this item.

X I do not wish to speak, but please record my: _____ support X opposition

Name: DAVID WARRICK

Address: 6104 Emmas Ct. City: COLLEYVILLE

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed: David Warrick

This information is a Public Record

SPEAKER CARD

Date: 7-2-13

Agenda Item Number: 6A

For example: 5a (this can be found on the far left side of the agenda copy)

_____ I will speak **In Support** of this item. _____ I will speak **In Opposition** to this item.

✓ I do not wish to speak, but please record my: _____ support ✓ opposition

Name: Elizabeth Warrick

Address: 6104 Emmas Ct City: Colleyville

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed: Elizabeth Warrick

This information is a Public Record

Speaker Cards from the July 2, 2013 Meeting

SPEAKER CARD

Date: 7/2/13

Agenda Item Number: 6a

For example: **5a (this can be found on the far left side of the agenda copy)**

_____ I will speak **In Support** of this item. ☒ I will speak **In Opposition** to this item.

_____ I do not wish to speak, but please record my: _____ support ☒ opposition

Name: Diane Rawson

Address: 6208 Emmas Court

City: Colleyville

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed: Diane Rawson

This information is a Public Record

Aerial Looking North



Statement of Planning Objectives

DICKERSON DEVELOPMENT, INC.

8333 DOUGLAS AVENUE, SUITE 1300 DALLAS, TEXAS 75225

May 10, 2013

LETTER OF INTENT – STATEMENT OF PLANNING OBJECTIVES

RE: Proposed Single Family Development (R-20)

St. Andrews Estates - 10 Acres off of L.D. Lockett Road

Colleyville, Texas

Per Zoning Application Checklist requirements, we hereby submit this letter of intent for proposed development. We are under contract to entitle this property with the intent of developing a single family community in the City of Colleyville. Currently, this property is zoned R-40 and is surrounded by developed neighborhoods that are, for the most part, zoned R-20. There is a community south of L.D. Lockett that is zoned PUD-R.

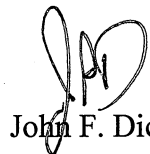
Rather than request a planned development and produce sub-20,000 square foot lots, we have decided to rezone this property for R-20 lots. Our neighborhood will be more of an estate lot neighborhood as exists currently to our immediate east and west. It is our intent to sell lots likely to custom builders that will result in price points for homes in the \$600,000 to \$800,000 range. We will make every effort to protect and preserve the existing trees on our site and to provide amenities in our two (2) planned open areas.

Our company has been developing single family communities in Northeast Tarrant County since 1993 and we have owned and sold properties in Colleyville before so we are no stranger to the area. We have chosen this piece of property because we really like Colleyville and the whole Mid-Cities area and we want to produce project that the City and our company can be proud of.

We would like to have this property entitled by the end of the summer with construction beginning in early fall and lots available for builders by late winter for the 2014 spring season.

Sincerely,

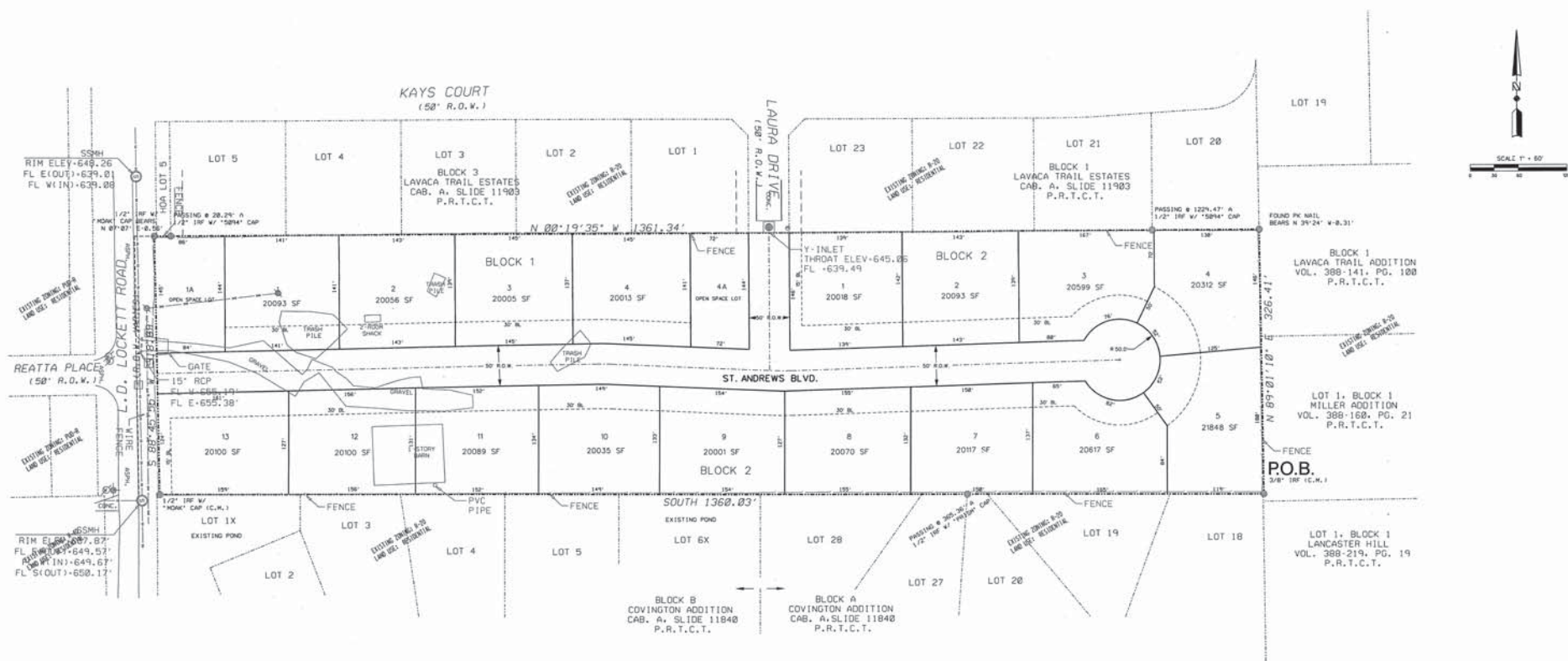
DICKERSON DEVELOPMENT, INC.



John F. Dickerson

President

Site Plan



METES AND BOUNDS DESCRIPTION
10.07 ACRES
LOT 1, BLOCK 1, STADJUHAR ADDITION
IN THE W. C. NEWTON SURVEY, A-182
CITY OF COLLEVILLE, TARRANT COUNTY, TEXAS

All that certain 10.07 acres of land, which is Lot 1, Block 1, Stajduhar Addition, described in the plat recorded in Document Number 0213003960 in the Deed Records of Tarrant County, Texas (O.R.T.C.T.), City of Coleville, Tarrant County, Texas and more particularly described by metes and bounds as follows: (all bearings shown hereon are based on the east line of said Lot 1, Block 1, Stajduhar Addition)

BEGINNING at a 3/8" iron rod found for the northeast corner of said Stajduhar Addition, common to the northwest corner of Covington Addition, recorded in Cabinet A, Side 11840 in the Plat Records of Tarrant County, Texas, and in the south line of Lot 1, Block 1, Miller Addition, recorded in Volume 358-160, Page 21 P.R.T.C.:

THENCE South along the common line of said Steidjhar Addition and said Covington Addition, passing at a distance of 365.36' a found 1/2" iron rod with a cap stamped "PRISM", continuing along said common line for a total distance of 1360.03' to a 1/2" iron rod with a cap stamped "MOAK" found for the southeast corner of said Lot 1, Block 1, Steidjhar Addition, in the north right-of-way line of L. D. Lockett Road (R.O.W. Varies);

THENCE South 88° 45' 55" West - 318.69' along the north right-of-way line of said L. D. Lockett Road to the southwest corner of said Lot 1, Block 1, Stojduhar Addition, from which a found 1/2" iron rod with a cap stamped "MOAK" bears North 07° 07' East - 0.56';

THENCE North 09° 35' West along the west line of said Stajdovich Addition, passing at a distance of 20.29' a 1/2" iron rod with cap stamped "5094" found for the southeast corner of Lot 5, Block 3, Levoca Iron Estates, recorded in Volume 388-141, page 106; thence South 70° 00' East along the east line of said Levoca Iron Estates, passing at a distance of 20.29' a 1/2" iron rod with a cap stamped "5094" found for the common east corner of Lot 20 and Lot 21, Block 3, Levoca Iron Estates, recorded in Volume 388-141, page 106; thence North 70° 00' East along the north line of said Levoca Iron Estates, passing at a distance of 20.29' a 1/2" iron rod to the northeast corner of said Stajdovich Addition, in the south line of L.O.C., Block 1, Levoca Iron Addition, recorded in Volume 388-141, page 106; thence North 70° 00' East along the east line of said Stajdovich Addition, passing at a distance of 20.29' a 1/2" iron rod to the northwest corner of said Stajdovich Addition, in the south line of L.O.C., Block 1, Levoca Iron Addition, recorded in Volume 388-141, page 106; thence North 89° 02' 10" East - 326.47' along the north line of said Stajdovich Addition, to the POINT OF BEGINNING and containing 10.07 acres of land.

PRELIMINARY
FOR REVIEW ONLY

THESE DOCUMENTS ARE FOR DESIGN REVIEW
AND NOT INTENDED FOR CONSTRUCTION,
BIDDING, OR PERMIT PURPOSES. THEY WERE
PREPARED BY, OR UNDER SUPERVISION OF:

KEITH M. HAMILTON 87384

	REV.	NO.	DATE

ZONING EXHIBIT
FOR
ST. ANDREWS ESTATES

A PROPOSED 17 LOT RESIDENTIAL SUBDIVISION

BLOCK 1, LOTS 1-4,
BLOCK 1, LOTS 1A & 4A, OPEN LOTS
BLOCK 2, LOTS 1-13
(10.07 ACRES)

CURRENTLY
LOT 1, BLOCK 1
STADUHAM ADDITION
IN THE W.C. NEWTON SURVEY, A-1182

CITY OF COLLEYVILLE,
TARRANT COUNTY, TEXAS

DATE OF PREPARATION 5-9-13

APPLICANT:
DICKERSON DEVELOPMENT, INC.
CONTACT: JOHN DICKERSON
8333 DOUGLAS, STE 1300
DALLAS, TX 75225
214-691-5300
FAX 214-691-8899

OWNER:
MARTY & LISA STAJDUHAR
PO BOX 323
COLLEYVILLE, TX 76034
817-454-4141

ENGINEER:
HAMILTON DUFFY PC
8241 MID-CITIES BLVD., *100
N. RICHLAND HILLS, TX 76182
TEXAS FIRM REG. NO. F-5260
(817) 268-0408
FAX (817) 284-8408
Contact: Keith Hamilton, P.E.

ZONING EXHIBIT FOR ZONING CHANGE REQUEST
FROM R-40 TO R-20

ORDINANCE O-13-1880

AN ORDINANCE OF THE CITY OF COLLEYVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF COLLEYVILLE, TEXAS, AS HERETOFORE AMENDED; BY AMENDING THE OFFICIAL ZONING MAP AND CHANGING THE ZONING ON 10.2 ACRES ON LOT 1, BLOCK 1, OF THE STAJDUHAR ADDITION FROM THE R40-SINGLE FAMILY RESIDENTIAL TO THE R20-SINGLE FAMILY RESIDENTIAL DISTRICT; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR INJUNCTIVE RELIEF; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for rezoning under Case ZC13-006; and

WHEREAS, the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to enact a new zoning ordinance; and

WHEREAS, the City Council has appointed a Planning and Zoning Commission to recommend the boundaries of the various original zoning districts and appropriate regulations be enforced therein and to recommend a new zoning ordinance; and

WHEREAS, the Planning and Zoning Commission has divided the City into districts and has prepared regulations pertaining to such districts in accordance with a comprehensive plan designed to lessen congestion in the streets; and to secure safety from fire, panic, and other dangers; to promote health, general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements; and

WHEREAS, the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

WHEREAS, the Planning and Zoning Commission of the City of Colleyville and the City of Colleyville City Council, in compliance with the Charter of the City of Colleyville, and State Law with reference to changes to zoning classifications under the Zoning Ordinance Regulations and Zoning Map, having given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally, and to the persons interested and situated in the affected area and in the vicinity thereof, the governing body of the City of Colleyville is of the opinion that said change in zoning should be made.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

- Sec. 1. THAT all the foregoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.
- Sec. 2. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by changing the zoning of 10.2 acres on Lot 1, Block 1, of the Stajduhar Addition, from the R40-Single Family Residential zoning district to the R20-Single Family Residential zoning district, as depicted in the attached Exhibit "A".
- Sec. 3. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.
- Sec. 4. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.
- Sec. 5. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

Sec. 6. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.

Sec. 7. THAT it has been found that there has been a change in conditions in the above described property, it is now necessary that it be given the above zoning classification in order to permit its proper development and in order to protect the public interest, comfort and general welfare, and requires that this ordinance shall take effect immediately from and after its passage.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 2nd day of July 2013.

The second reading and public hearing being conducted on the 16th day of July 2013.

PASSED AND APPROVED by the City Council of the City of Colleyville, Texas, on this the _____ day of _____ 2013.

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley
City Secretary

David Kelly
Mayor

APPROVED AS TO FORM AND LEGALITY:

Matthew C. G. Boyle
City Attorney

[illegible]



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 6a

Agenda Date 07/16/2013

Number Resolution R-13-3654

Type Resolution

Department Community Development

Title

Consideration of a request for a sidewalk appeal on Lot 6B, Block 1, Pleasant Oaks Estate Addition located at 800 Beverly Drive, Case GC13-009

Explanation

Reading and Public Hearing

Mindy McClure, applicant, is requesting an appeal to the Planning and Zoning Commission's decision to require the construction of a sidewalk for a new home located at 800 Beverly Drive. The applicant's appeal correspondence, an aerial, and photos of the site conditions, have been attached to the briefing.

Requirements. The newly constructed single family home triggered the sidewalk requirement per the Supplemental Sidewalk System Map that was adopted by the City Council in October 2008. The map requires a sidewalk to be built along the subject property line upon the development or redevelopment of property as illustrated on the attached excerpt of the map.

There are currently no sidewalks on the north side of Beverly Drive. In 2010, the City constructed a five foot sidewalk along the entire length of Beverly Drive on the south side of the street.

Planning and Zoning Recommendation. The Planning and Zoning Commission denied the applicant's waiver request at the September 10, 2012 meeting. To date, no construction of a sidewalk has occurred, and the home has not passed the final inspection pending the outcome of this appeal. At the time, the decision of the Planning and Zoning Commission was final.

Although the applicant did not request the option to escrow as part of the original application to the Planning and Zoning Commission, the applicant has since stated that she would like the option to pay into escrow in lieu of construction of the required sidewalk.

Staff provided a summary of the City's current sidewalk regulations to the City Council at the October 16, 2012 Pre Council meeting. Given the amount of time that had passed since previous amendments to the City's sidewalk construction and escrow policies, the upward trend of new residential construction, and concerns voiced about said sidewalk regulations, examination of the sidewalk requirements of Chapter 9-

Subdivision Design and Public Facilities were due. Given the directive by City Council, staff recommended amendments to Section 9.19(A). City Council approved the following amendments at the January 8, 2013 meeting by attached Ordinance O-12-1860:

"Other than properties zoned as Planned Unit Developments or containing Special Use Permits with specific sidewalk provisions, any variance to the sidewalk construction requirements described above shall be considered by the Planning and Zoning Commission.

1. Appeal to City Council – The decision by the Planning and Zoning Commission shall be final, unless the applicant submits a written notice of appeal within ten (10) days from the date of the action by the Commission to the enforcement official. If an appeal is received within ten (10) days as described above, the enforcement official shall place the applicant's appeal request on the next available agenda for consideration by the City Council.

2. Applicability of Past Appeals to the City Council – All sidewalk waiver requests considered by the Planning and Zoning Commission between March 3, 2009 and December 18, 2012 may appeal to the City Council, per the provisions of Section 1, subject to the following provisions:

a. All appeals allowed by Section 2 must be filed no later than April 18, 2013.

b. All appeals allowed by Section 2 shall be sent in writing to the Community Development Director."

Staff proposed allowing all past decisions of the Planning and Zoning Commission regarding sidewalk waiver requests, to be appealed to the City Council no later than April 18, 2013. Staff notified all past sidewalk waiver applicants, and informed them of the new appeal options. Consistent with the Sign Board of Appeals process to the City Council, there would be no fee charged for applicants wishing to appeal to the City Council.

District Neighborhood. Escrow payments received to date have been made available for any future sidewalks and/or trails located within Neighborhood Districts, as shown on the attached Colleyville Sidewalk Escrow Districts Neighborhood Map. The subject property is located in Neighborhood District #5.

Waiver Request History. Between 2000 and March 3, 2009, the City Council considered 21 sidewalk waiver requests. Of those requests, nine (9) were denied and 12 were approved. Between March 3, 2009 and January 8, 2013, the Planning and Zoning Commission considered 10 sidewalk waiver requests. All 10 requests were denied by the Planning and Zoning Commission. However, of those 10 cases, four (4)

were allowed the option of paying funds into escrow in lieu of construction.

Summary. The Supplemental Sidewalk System Map requires construction of a sidewalk for the property. The Planning and Zoning Commission's ruling required construction of the sidewalk, however, to date, the applicant has not constructed the sidewalk. Staff recommends construction of the required sidewalk, and therefore recommends denial of the appeal.

The available options by City Council are:

(1) Approve the Appeal - This action would waive sidewalk construction, which is required by the Supplemental Sidewalk System Map.

(2) Deny the Appeal - The applicant would be required to build a sidewalk on the property. This option adheres to the Supplemental Sidewalk System Map recommendation.

(3) Require Escrow - The City Council may require payment into the sidewalk escrow fund in an amount of \$4,842, as determined by the City Engineer.

Financial Impact

If City Council approves the waiver to either construct the sidewalk or escrow the funds for the sidewalk, the City will incur all expenses related to said sidewalk.

Recommendation

Denial

Attachments

1. Applicant's Appeal Response Letter
2. Original Application
3. Location Map
4. Aerial Looking North
5. Photos Submitted by Applicant
6. City Stamp Page Given to Contractor Upon Permit Issuance
7. Colleyville Sidewalk Escrow District Neighborhoods - 2009
8. Supplemental Sidewalk System Map
9. Ordinance O-12-1860
10. Resolution R-13-3654

Applicant's Appeal Response Letter

Mindy McClure

800 Beverly Drive
Colleyville, TX 76034

T 817 4425949



March 28, 2013

Ron Ruthven, AICP
Community Development Director
City of Colleyville
100 Main Street
Colleyville, TX 76034

Dear Mr. Ruthven,

Thank you for notifying me of the City Council's decision to amend the sidewalk requirements and allow for an appeal of the Planning and Zoning Commission's decisions to the council. I would like to file an appeal of the Planning and Zoning Commission's decision in my waiver request. Please let me know what further action is required on my behalf.

Sincerely yours,

A handwritten signature in cursive script that reads "Mindy McClure".

Mindy McClure

Original Application

	Community Development Services Application	City of Colleyville 100 Main Street Colleyville TX 76034 817.503.1050
APPLICATION TYPE		PLEASE CHECK THE APPROPRIATE BOX BELOW.

- ☒ Sidewalk Waiver
☐ General Waiver

PROPERTY INFORMATION

Project Name: _____
Project Address (Location): 800 Beverly Drive
Legal Description: Lot 6B Block 1 Pleasant Oaks Estate Add.
Proposed Number of Lots: _____ Gross Acres: _____ Neighborhood District: _____
Existing Zoning: _____ Proposed Zoning: _____
Existing Use: _____ Proposed Use: _____

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal.
See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

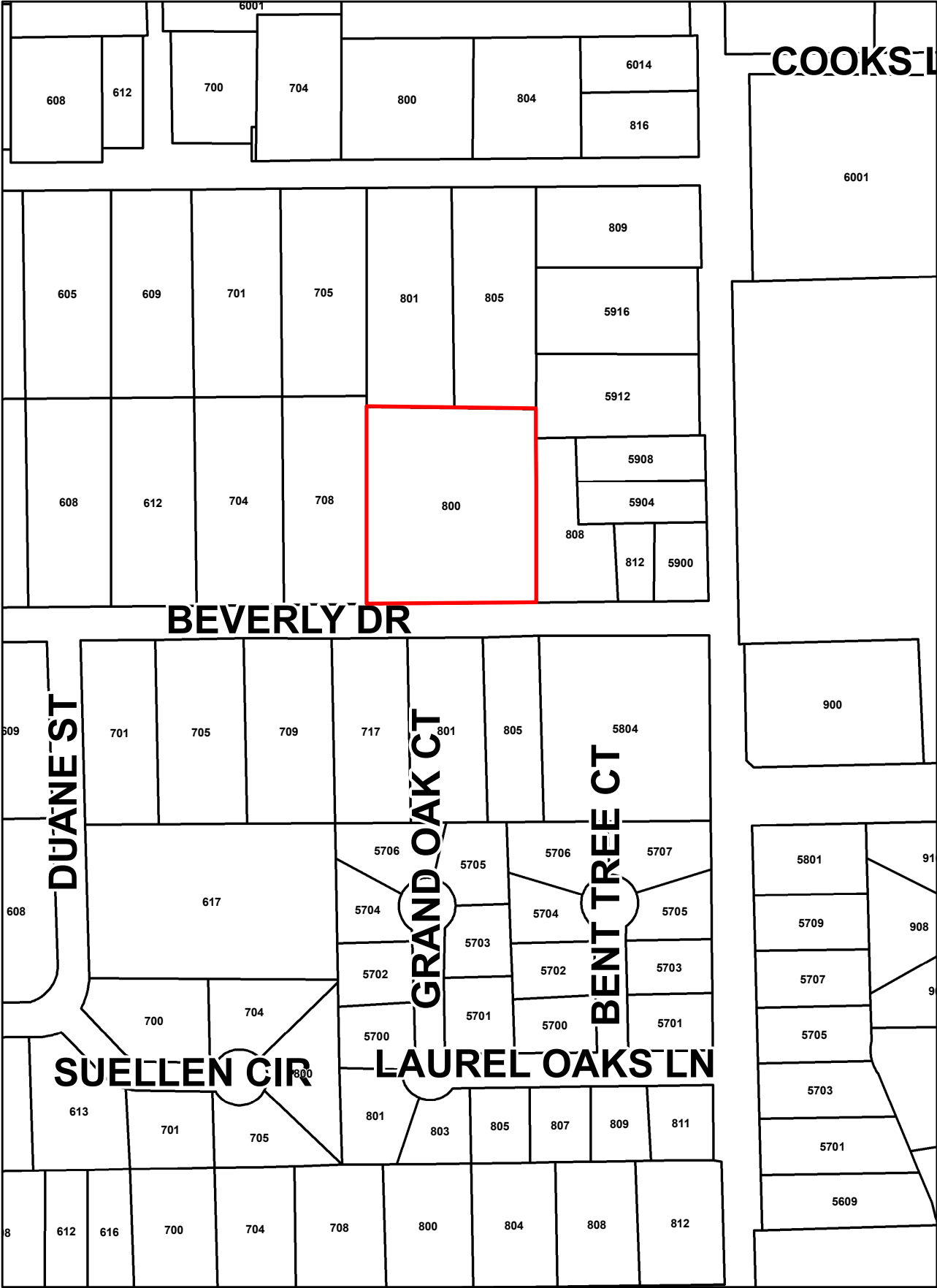
APPLICANT - OWNER INFORMATION

Applicant: _____ Company: _____
Address: _____ Tel: _____ Fax: _____
City: _____ State: _____ ZIP: _____ Email: _____
Applicant's Status: (check one) ☐ Owner ☐ Representative ☐ Tenant ☐ Prospective Buyer

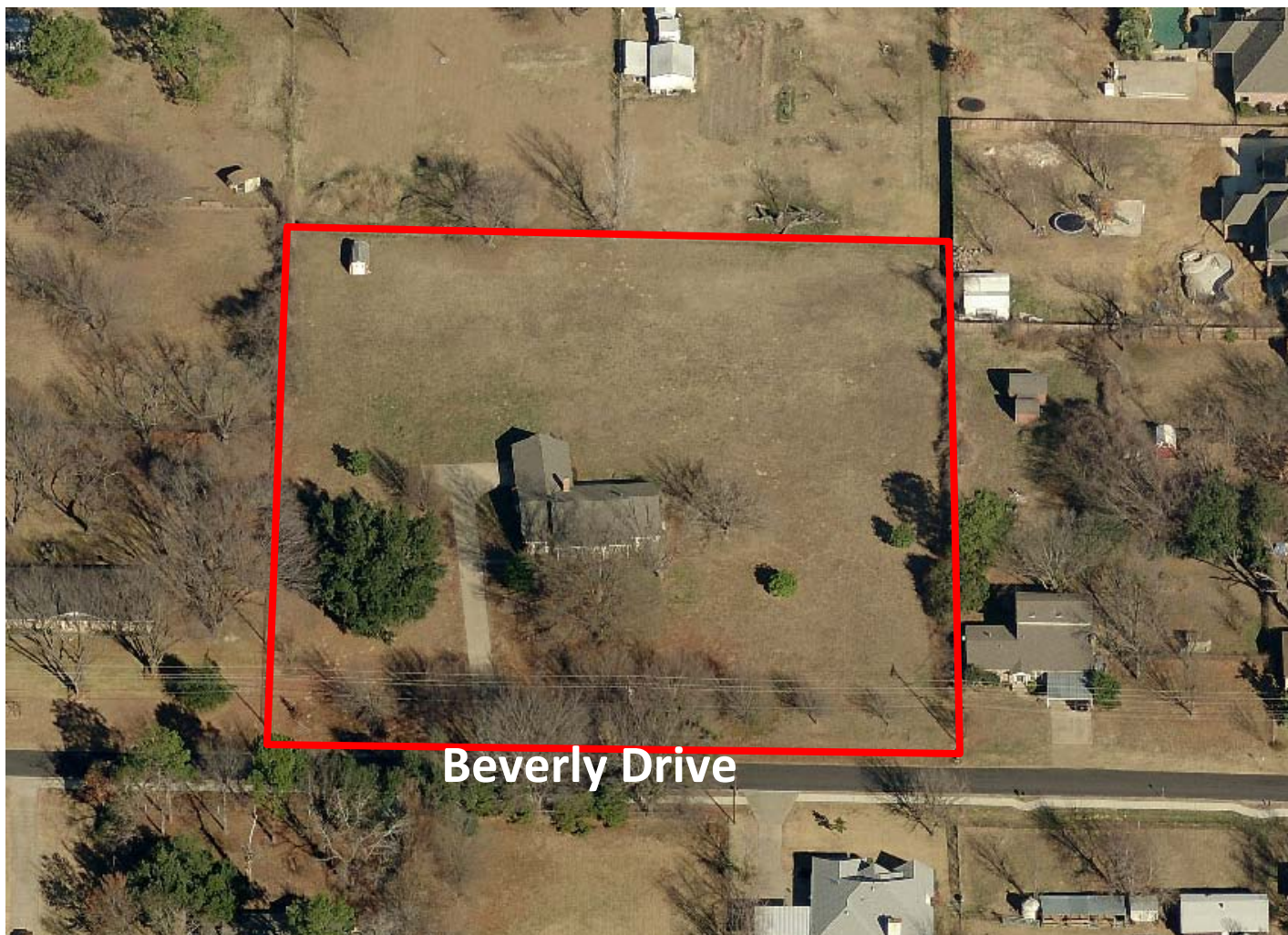
Property Owner: Mindy McClure Company: _____
Address: 800 Beverly Drive Tel: 8173129863 Fax: 817 442 5949
City: Colleyville State: TX ZIP: 76034 Email: _____
Ownership Status: (check one) ☒ Individual ☐ Trust ☐ Partnership ☐ Corporation

SIGNATURE OF APPLICANT (SIGN AND PRINT OR TYPE NAME) SIGNATURE: <u>Mindy McClure</u> Date: <u>8-16-12</u>		For Departmental Use Only Case #: <u>GC12-011</u> Total Fee(s): <u>\$125.00</u> Receipt #: <u>R12227</u> Date Submitted: <u>8/16/12</u> Accepted By: <u>T. Wrisley</u> Public Hearing Date: <u>9/10/12</u>
SIGNATURE OF PROPERTY OWNER (SIGN AND PRINT OR TYPE NAME) SIGNATURE: <u>Mindy McClure</u> (Letter of authorization required if signature is other than property owner)		
The property owner must sign the application or submit a notarized letter of authorization.		
Rev: 5/10		

Location Map



Aerial Looking North



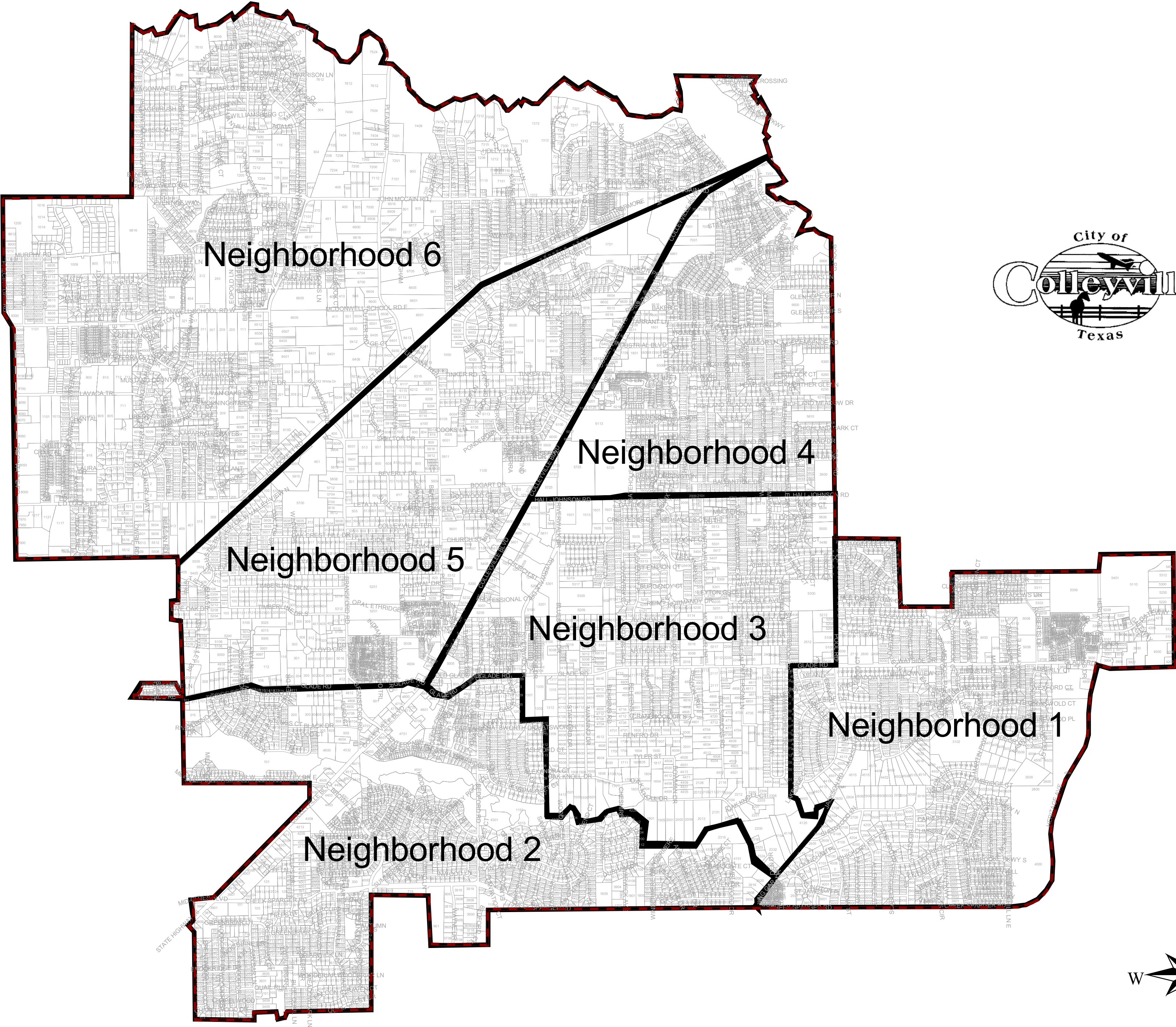
Photos Submitted By Applicant



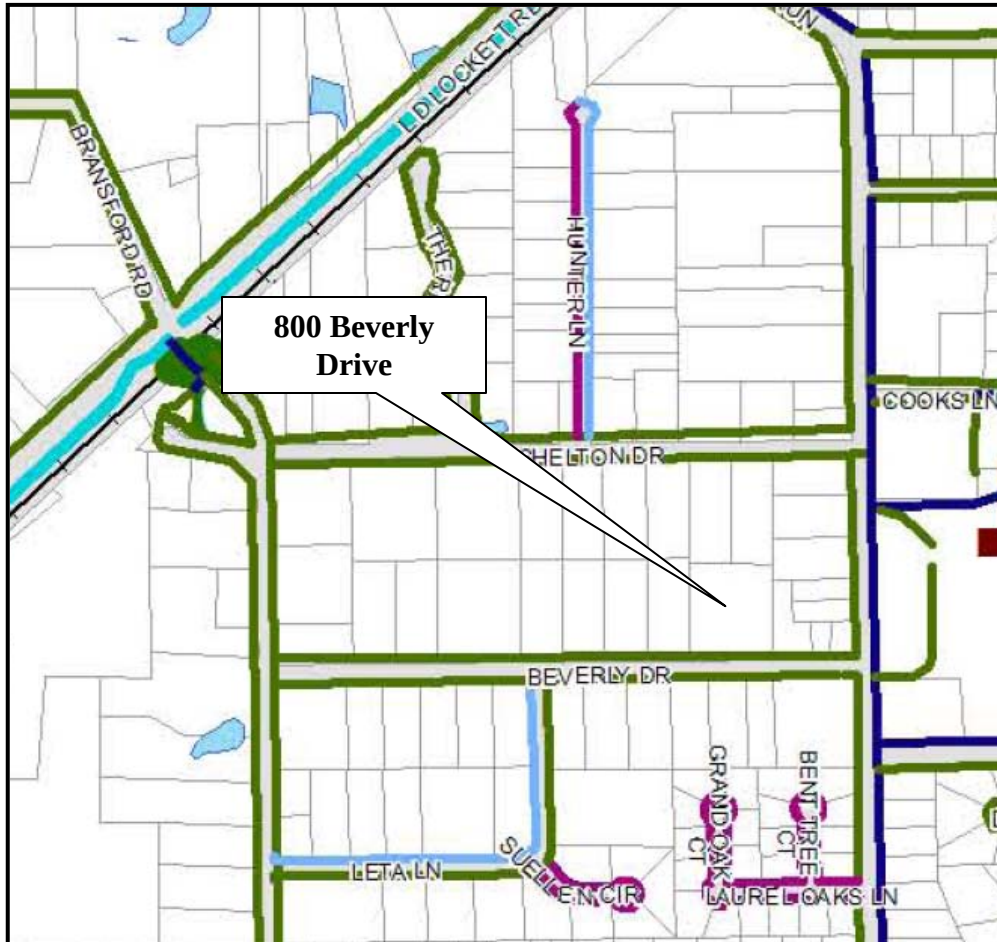
PLAN #
5963

JOB # 2010-51

Colleyville Sidewalk Escrow District Neighborhoods - 2009



Supplemental Sidewalk System Map



Legend

-  Required Sidewalks (Between 4' & 6' in Width)
-  Existing and Proposed Trails (Between 8' & 12' in Width)
-  Cottonbelt Trail (10' Walk connect Grapevine and Hurst)
-  Private Walking Paths (May be any size)
-  Sidewalks NOT Required
-  Escrow Option for Sidewalk
-  Municipal Locations
-  Parks
-  Schools
-  Water Features
-  City Limit
-  Railroad

ORDINANCE O-12-1860

AN ORDINANCE OF THE CITY OF COLLEYVILLE, TEXAS, AMENDING CHAPTER 9-SUBDIVISION DESIGN AND PUBLIC FACILITIES OF THE LAND DEVELOPMENT CODE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INJUNCTIVE RELIEF; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Colleyville approved Ordinance O-00-1214 on April 18, 2000, adopting the Land Development Code; and

WHEREAS, the City Council approved Ordinance O-09-1712 on March 3, 2009 amending the sidewalk construction, escrow, and waiver provisions in Chapter 9; and

WHEREAS, the City Council desires to further amend the waiver provisions by adding an appeal process to the City Council upon action by the Planning and Zoning Commission; and

WHEREAS, notice of a public hearing before the City Council was published in a newspaper of general circulation in Colleyville at least 15 days before such hearing.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

- Sec. 1. THAT *Chapter 9-Subdivision Design and Public Facilities* of the Land Development Code, is hereby amended in its entirety to read as depicted in the attached Exhibit "A".
- Sec. 2. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.
- Sec. 3. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that

portion so decided to be invalid or unconstitutional.

Sec. 4. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.

Sec. 5. THAT this ordinance shall take effect immediately from and after its passage.

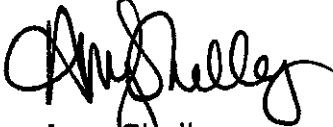
AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 18th day of December 2012.

The second reading and public hearing being conducted on the 8th day of January 2013.

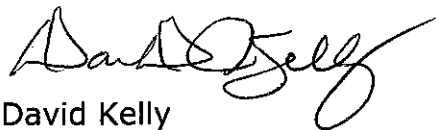
PASSED AND APPROVED by the City Council of the City of Colleyville, Texas, on this the 8th day of January 2013.

ATTEST:



Amy Shelley
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

APPROVED AS TO FORM AND LEGALITY:



Matthew C. G. Boyle
City Attorney

Exhibit "A"

Colleyville, Texas, Land Development Code

Chapter 9

Subdivision Design & Public Facilities

Rev. 1/8/2013

Section 9.1 Purpose of This Chapter

The purpose of this Chapter is to establish design guidelines necessary for proper layout of a subdivision and to establish the public improvement requirements for the development of a subdivision, but more specifically to:

1. ensure that public facilities and services are available to all subdivisions in the City; and
2. establish reasonable standards of design for public facilities.

Section 9.2 Authorization for Adoption of This Chapter

The regulations contained in this Chapter have been adopted under the following authority:

1. *Chapter 212 – Municipal Regulation of Subdivisions and Property Development of the Texas Local Government Code*, which authorizes a municipality to adopt rules governing plats and subdivisions of land within the municipality's jurisdiction.
2. *Chapter 51 – General Powers of Municipalities of the Texas Local Government Code*, which authorizes a municipality to adopt ordinances, rules, or police regulations that are for the good government, peace, or the trade and commerce of the municipality.
3. *The Home Rule Charter of the City of Colleyville*, which authorizes the City Council to exercise all powers granted to municipalities by the Constitution or the laws of the State of Texas.

Section 9.3 Variances and Appeals

Any person seeking approval of a development as required by this Land Development Code may request a waiver from a requirement contained in this Chapter, or appeal a decision of an Administrative Official by submitting a request using the procedures described in *Chapter 1 – General Provisions* of this Land Development Code.

Section 9.4 Definitions

Definitions applicable to this Chapter may be found in *Chapter 2 – Definitions* of this Land Development Code.

Section 9.5 Subdivision Design Guidelines

Every subdivision plat shall be reviewed for conformance with the design guidelines contained in this Chapter. The City recognizes that suitability characteristics vary from site to site and when approving a subdivision plat the following guidelines shall be used for interpretation, application and enforcement of the design guidelines contained in this Chapter:

1. It is the intention of these subdivision design guidelines to encourage new and creative ways to develop subdivisions. Developers and city officials are encouraged to utilize new and innovative ways to improve safety, economy, tax yield, maintenance cost, response time, drainage, vehicular access, and pedestrian

Exhibit "A"

Colleyville, Texas, Land Development Code

passage.

2. Whenever a subdivider can demonstrate an alternative method of meeting the requirements of this Chapter, it shall be incumbent upon the city staff, the Planning and Zoning Commission, and the City Council to review the proposed variations and approve, approve with modifications, or disapprove the proposed alternatives as appropriate for the conditions.

Section 9.6 Blocks

- A. General Design – Blocks should have sufficient depth to provide for two (2) tiers of lots of appropriate depths, except that blocks adjacent to major streets, railroads or waterways shall have only one tier of lots.
- B. Block Lengths & Widths – Residential and industrial blocks generally shall be no longer than sixteen hundred (1,600) feet and business blocks no longer than one thousand (1,000) feet. Where long blocks in the vicinity of a school, park or shopping center are proposed, the City Council may require a public walkway near the middle of long blocks or opposite a street that terminates between the streets at the ends of the block.

Section 9.7 Lots

- A. Lot Arrangement – Lots shall be arranged to provide access to lots from approved streets and to avoid foreseeable difficulties due to topography and natural physical features inherent to the property.
- B. Lot Area and Dimensions – Lot area and dimensions shall be consistent with the minimum requirements of the applicable zoning district and the following:
 1. Special Lot Width Requirement - The width between side lot lines at their foremost points (where they intersect with the street line) shall not be less than eighty (80) percent of the required lot width. In the case of lots on the turning circle of a cul-de-sac, the width may be less than eighty (80) percent of the required lot width.
 2. The City may approve a plat which contains a lot that does not meet the minimum requirements when special conditions exist.
- C. Frontage on Public Access Required – All lots shall have frontage on a public street, except a non-residential lot may be approved when the proposed public access has been determined by City to be adequate to meet the intent of this requirement. The lot line common to the street right-of-way line shall be the front line; except that a lot may have more than one lot line common to a street right-of-way line.
- D. Access from Major Thoroughfares
 1. Residential Lots - No residential lot shall front on or derive access directly from an existing or proposed collector street, or larger, as shown on the Master Thoroughfare Plan, except where the proposed subdivision meets all the following criteria:
 - a. Where the only street frontage which may be provided to the residential lot is from a collector street due to the shape, topography, or other physical condition of the property;
 - b. The City Engineer has provided favorable recommendation; and.
 - c. Where the residential lot is designed and dimensioned to permit loop driveways or on-site turnaround facilities so that vehicles head into the collector street.
 2. Non-residential Lots – Non-residential lots which have frontage onto or derive access directly from an existing or proposed collector street, or larger, as shown on the Master Thoroughfare Plan, shall have

Exhibit "A"

Colleyville, Texas, Land Development Code

driveway locations which *comply with the spacing requirements established elsewhere in Chapter 14 – Engineering Design Standards* of this Land Development Code.

- E. Buildable Area – Every lot shall contain a buildable area that is adequate in size for the proposed development. The buildable area shall be situated out of the 100 year flood plain.
- F. Flag Lots Prohibited – It is the policy of the City to prohibit the creation of flag lots unnecessarily, and to discourage the creation of any lot which, by virtue of its relatively great depth in relation to its width, is likely to facilitate future requests for re-subdivision to create a flag lot.
- G. Building Lines – Front building lines shall be shown on all lots in the subdivision. Building lines shall be shown along each street-facing of corner lots and through-lots. The building line shall be consistent with the requirements of the applicable zoning district, however, the City may approve a building line which differs from the zoning requirements when special conditions exist.
- H. Side Lot Lines – Where possible, all side lot lines shall be at right angles to straight street lines and radial to curved street lines.
- I. Lot Drainage and Grading
 - 1. Grading and drainage of all lots shall be designed in a manner which will allow one lot to drain across an adjacent lot and into a permanent structure, such as a concrete flume, lined channel, or proper inlet to an adequate drainage facility, or to a street right-of-way. If an approved drainage structure is not present, it will be required of the developer to construct the necessary facilities. (O-00-1261 / 12-19-00)
 - 2. Sheet flow techniques shall be used for lot to lot drainage where possible. (O-00-1261 / 12-19-00)
 - 3. Single lots shall accommodate their own drainage into an approved structure where topographic elevations allow this to occur. (O-00-1261 / 12-19-00)

Section 9.8 Waterbodies and Water Courses

If a tract being subdivided contains a water body, or portion thereof, lot lines shall be drawn so as to distribute the entire ownership of the water body among the adjacent lots. The City may approve an alternate plan provided the ownership of and responsibility for maintenance of the water body is so placed that it will not become a City responsibility. Where a watercourse separates the buildable area of a lot from the street by which it has access, provision shall be made for installation of a culvert or other structure, of design approved by the City. Any lot which includes a water body and contains a building site, contain a buildable area that is not less than the minimum buildable area for the applicable zoning district.

Section 9.9 Street Names

The developer shall submit all existing and proposed street names on any proposed subdivision plat. New street names shall be sufficiently different in sound and in spelling from other road names in the city so as to not cause confusion to the general public or for emergency response. A road which is, or planned, as a continuation of an existing road shall bear the same name.

Section 9.10 Reserve Strips and Common Areas

The creation of reserve strips shall not be permitted adjacent to a proposed street or to adjacent property in such a manner as to deny access from adjacent property to the street. No common areas shall be allowed in

Exhibit "A"

Colleyville, Texas, Land Development Code

a subdivision except where notation has been placed on the plat to prohibit development on the common area.

Section 9.11 Double Frontage Lots

Double frontage and reversed frontage lots shall be avoided except where necessary to provide separation of residential development from a collector street or to overcome specific disadvantages of topography and orientation. The City may require that a notation be placed on the plat to limit the facing of main structures or to limit driveway access from a collector street.

Section 9.12 General Infrastructure Policy

(03-03-09 / O-09-1712)

- A. General Requirement – The developer of a subdivision shall install all water, sewer, street, sidewalk and drainage improvements, and any other facilities required by this Land Development Code, which are necessary for the proper development of the subdivision. The design, construction and inspection of any public facilities shall be a cost to the developer, unless the City has entered into an agreement for cost sharing. All such facilities shall be designed and constructed in accordance with the criteria contained in this Land Development Code and be in conformance with the general layout of the City of Colleyville Master Land Use Plan and Capital Improvements Plan. The public facility requirement of this section shall be applicable to the upgrading of any existing facilities which do not meet current standards.
- B. Apportionment of Infrastructure Costs – As a condition of the approval of a development, the developer's portion of the costs may not exceed the amount required for infrastructure improvements that are roughly proportionate to the projected impact of the proposed development, as determined by a professional engineer, licensed in the State of Texas, and who is retained by the City of Colleyville.
1. In making the rough proportionality determination, consideration shall be given to the availability of adequate and minimum levels of public facilities and accessibility to the site for delivery of emergency services.
 2. The professional engineer making the proportionality determination may rely on categorical findings from comparable public improvement projects for establishing a cost basis. The basis used for determining estimated costs shall be revised annually on July 1 by the Colleyville Engineering Department.
 3. A developer who disputes the determination by said professional engineer may appeal to the City Council and present testimony and evidence in support of the appeal. The appeal shall be written and filed with the City Secretary within ten (10) days after the date action taken by the Planning and Zoning Commission on the development proposal. The developer shall not be required to waive the right to appeal as a condition of approval of the development project.
- C. Optional Escrow Provision – Where, in the opinion of the City, construction of a required public improvement should be deferred to a future date, the developer shall place in escrow with the City, an amount equal to the estimated cost of the improvements, as determined by the City Engineer. The Planning and Zoning Commission or City Council may consider an alternate arrangement when appropriate. Any escrow related to the construction of sidewalks shall adhere to the requirements set forth in Section F.
- D. City Participation in Over-Sizing – Where over-sizing of a public improvement is required by the Comprehensive Master Plan, Thoroughfare Plan, Water or Sewer Capital Improvements Plan or other planning document adopted by the City, City participation shall be in accordance with the provisions of any applicable Impact Fee Ordinance or City-Developer Agreement, which has been approved by the City Council.
- E. Public Easements – All public improvements shall be constructed within easements or rights-of-way that have been dedicated for public use. The width of an easement or right-of-way shall be in accordance with the specifications contained elsewhere in this Land Development Code.

Exhibit "A"

Colleyville, Texas, Land Development Code

F. Escrow Policy for Sidewalks

1. Request for Escrow

Payments into escrow in lieu of constructing any sidewalk may only occur where recommended by the *Supplemental Sidewalk System Map*. The only exceptions to this requirement shall be as recommended by the Planning and Zoning Commission and/or City Council either as a condition to a formal sidewalk waiver request or as part of a Special Use Permit or Planned Unit Development request.

2. Deposit with the City

Whenever the City agrees to accept escrow deposits in lieu of construction by the owner of the property under these regulations, the property owner or developer shall deposit an amount equal to his share of the costs of design and construction in escrow with the City. This amount shall be paid prior to release of construction plans by the Director of Public Works. The obligations and responsibilities of the property owner shall become those of the property owner's transferees, heirs, successors, and assigns; and the liability therefore shall be joint and several.

3. Determination of Escrow Amount

The amount of the escrow shall be determined by using the average of the comparable bids awarded by the City in the preceding six (6) months for sidewalk design and construction or, if none exist, then current market value of the design and construction of a sidewalk in the City, to be determined by the Director of Public Works. The determination shall be based on reasonable current market value made as of the time the escrow is due.

4. Termination of Escrow

Escrows fees paid to the City pursuant to this Section shall be held for a period of ten (10) years from the date of the deposit. If the City has not expended such funds on a sidewalk with the Sidewalk District of the dwelling unit that deposited the sidewalk escrow fee, and upon written request from the original party making the deposit, such funds shall be returned to the original party that paid the escrow fees with accrued interest, subject to the limitations in Subsection 6. Such return does not remove any obligations of the dwelling unit for construction of required improvement(s) if a building permit is applied for.

5. Refund

If any public improvement for which escrow is deposited is constructed or is reconstructed by another governmental authority at no cost to the City, the escrow funds and accrued interest shall be refunded to the property owner or developer after completion and acceptance of the public improvements. In the event that a portion of the cost is borne by the City and the other portion of the cost by another governmental authority, the difference between the owner's actual proportionate cost and the escrow funds, including accrued interest, if any, shall be refunded after completion and acceptance of the improvements.

6. Interest Limitation

If for any reason money is refunded within six (6) months of deposit, only the principal will be refunded. Monies returned after this date will be refunded with interest accrued calculated at one percent (1%) less than the rate of actual earnings received on the escrowed funds.

7. Waiver of Escrow

The Developer may apply to the Planning and Zoning Commission for a waiver of the requirement to construct a sidewalk or escrow funds in lieu of construction as described in Section 9.19.

8. Use of Escrow Funds

Six (6) Sidewalk Districts are hereby established throughout the City. These districts shall share the same boundaries as the six (6) neighborhoods depicted on the Neighborhood Boundary Map in the 2004 – 2025 Colleyville Plan. The Sidewalk Districts are established so that sidewalk escrow funds will

Exhibit "A"

Colleyville, Texas, Land Development Code

be expended within sufficient proximity to the dwelling unit that deposited the sidewalk escrow fee so as to reasonably benefit that dwelling unit. Funds escrowed pursuant to this Section shall be expended on design and construction of sidewalks located at any place within the same Sidewalk District as the dwelling unit depositing the sidewalk escrow fee.

Form for Escrow

An escrow for the construction of a sidewalk pursuant to this Section shall be in the following form:

In lieu of constructing the necessary sidewalks in the development, the developer shall be required to escrow funds for the construction the sidewalks which shall be dedicated to the City. The developer shall be required to escrow these funds in the amount of \$ _____, which includes contingencies, engineering, and design. This escrow requirement shall be fulfilled prior to the signing and filing of the approved final plat.

Section 9.13 Water System Requirements

- A. Water Lines – The developer of a subdivision shall be required to install, at no cost to the City, a water distribution system adequate for domestic supply and for fire protection needs which serves each lot. The water system shall be connected to the municipal water system and be designed, sized and constructed in accordance with the city design standards and specifications contained in this Land Development Code.
- B. Fire Hydrants – The developer of a subdivision shall be required to install, at no cost to the City, a sufficient number of fire hydrants to provide fire protection to every lot in the subdivision. All structures in residential areas shall have fire hydrants within 500 feet and a 600-foot hose-lay. All structures in commercial areas shall have fire hydrants within 300 feet and a 500-foot hose-lay. The design and construction of the fire hydrant system shall be in accordance with the city design standards and specifications contained in this Land Development Code. The layout of the fire hydrant coverage shall be approved by the Fire Marshal and be in accordance with the standards of the Texas State Board of Insurance requirements. (O-00-1261 / 12-19-00)

Section 9.14 Sewage System Requirements

- A. Sewage Collection Lines – The developer of a subdivision shall be required to install, at no cost to the City, a sewage collection system adequate which shall serve each lot. The sewage collection system shall be connected to the municipal sewage system and be designed, sized and constructed in accordance with the city design standards and specifications contained in this Land Development Code.
- B. Private Sewage Treatment Systems – Private sewage treatments systems, including septic tanks, shall be prohibited except where approved by the Director of Public Services and the Tarrant County Health Department.

Section 9.15 Storm Water Facility Requirements

- A. Drainage Improvement Requirements – The developer shall provide for the design of storm water management in the proposed subdivision and shall be required to furnish, install, construct, or extend, at his own expense, all storm sewers and drainage structure facilities necessary for the proper development of the subdivision. Storm water facilities shall conform to the storm water drainage master plan and shall be designed in accordance with the design standards and specifications contained in this Land Development Code. Alternate earthen channels may be approved when in accordance with the criteria established in *Chapter 14 – Engineering Design Standards*.

Exhibit "A"

Colleyville, Texas, Land Development Code

- B. Drainage Easements – All public drainage facilities shall be constructed within a public drainage easement or drainage right-of-way as required by the City. The following statement of restriction shall be placed in the dedication instrument of the subdivision plat:

Drainage Easement Restriction: No construction or filling, without the written approval of the City of Colleyville shall be allowed within a drainage easement, and then only after detailed engineering plans and studies show that no flooding will result, that no obstruction to the natural flow of water will result, and subject to all owners of the property affected by such construction becoming a party to the request. Where construction is permitted, all finished floor elevations shall be a minimum of two feet above the 100-year flood elevation.

- C. Development of Flood Plain – Land within the 100-year flood plain shall be subject to the Colleyville Flood Plain Ordinance. Any land which in the natural state is subject to a 100-year flood or which cannot be properly drained shall not be subdivided, re-subdivided, or developed until receipt of evidence that the construction of specific improvements proposed by the developer can be expected to yield a usable building site. Thereafter, the Planning and Zoning Commission may recommend approval of the plat. However, construction upon such land shall be prohibited until the specific improvements have been planned and construction completed.

D. Floodway Easements

1. Floodway easements shall be provided along natural drainage-ways and lakes reservations. Floodway easements shall encompass all areas beneath the water surface elevation of the base flood, plus such additional width as may be required to provide ingress and egress to allow maintenance of the banks and for the protection of adjacent property, as determined and required by the Director of Public Services.
2. The following statement of restrictions shall be placed in the dedication instrument of the subdivision plat:

Floodway Easement Restriction: No construction shall be allowed within a floodway easement without the written approval of the City of Colleyville, and then only after detailed engineering plans and studies show that no flooding will result.

- E. Off-Site Drainage – The following provisions shall be applicable to off-site drainage of new subdivisions:

1. The developer shall be responsible for all runoff from fully developed property upstream of the proposed development.
2. Where a drainage study indicates that additional runoff from the developing property will overload downstream drainage facilities and result in hazardous conditions, the City may withhold approval of the development until appropriate provisions have been made. These provisions shall include any drainage design or construction plans necessary to accommodate the off-site drainage problem.

Section 9.16 Street Improvement Requirements

- A. General Requirement – The developer shall construct, at his expense, street facilities necessary for the proper development of the subdivision. The street system shall provide access to every lot in the subdivision and be designed and constructed in accordance with the criteria contained in this Land Development Code.
- B. Improvements to Existing Unimproved Streets and Utilities – This section is applicable to a proposed development situated adjacent to an existing street or municipal utility, which does not meet the standards contained in the Land Development Code. (O-06-1562 / 02-07-06)

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1. **Improvements Required** – If a proposed subdivision is situated adjacent to an existing street or municipal utility, which does not meet the standards contained in this Land Development Code, the developer shall bear the cost for constructing the infrastructure improvements required by this Land Development Code in accordance with the General Infrastructure Policy contained elsewhere in the Land Development Code.

For the purpose of this regulation, the calculation used for estimating the reconstruction costs for an unimproved street shall include all street paving, curb and gutter, sidewalks, hike and bike trails, water and sewer utilities, and drainage improvements. The improvements shall be sized in accordance with the most recently approved Master Thoroughfare Plan or Capital Improvements Plan, which is applicable.

2. **Escrow** – The Administrative Official may recommend approval of a subdivision plat to the Approving Body conditioned upon the deposit in escrow of the estimated costs of the adjacent unimproved street and utility improvements in-lieu of the actual construction of said facilities. Any escrow, without interest, shall be applied against any assessment for improvements levied on such property, but shall not be deemed to release such property from liability for any future costs assessed which exceed the escrow.
3. **One and Two Lot Residential Subdivisions** – If a proposed residential subdivision contains only one or two lots and the developer does not own any contiguous property, in lieu of actual construction, the developer shall pay the applicable perimeter street costs in accordance with the General Infrastructure Policy contained elsewhere in this Land Development Code for the initial one hundred feet of street frontage. The applicable perimeter street costs shall be reduced 0.2% per linear foot of frontage in excess of one hundred feet, not to exceed fifty percent of the applicable additional street frontage.

Exemption: A lot platted under this Section that contains an existing single-family dwelling at the time a subdivision plat application is filed with the City and the lot is situated with a zoning district that allows single-family residential uses, said lot shall have an automatic exemption from the perimeter street costs, provided that existing perimeter street facilities are sufficient to assure the safe, effective and orderly movement of traffic in and about the subdivision and utility services are adequate to serve the development. The following notation shall be placed on the plat: *"Any future divisions of these lots will require full compliance with the unimproved street requirements applicable at the time of any subsequent replatting."*

Section 9.17 Street Design Criteria

- A. **Street Functional Classification** – All streets shall be designed in accordance with the functional classification shown on the most recent version of the Master Thoroughfare Plan and the following:

Functional Classification of Streets	
Street Classification	Functions - Uses
Local	Carries traffic from residential and commercial areas to collector streets and interconnects individual sites. Local streets carry light traffic volumes and trips are of a short duration.
Collector Major Minor	Carries traffic from local streets to arterial streets. Uses served would include medium and high density residential, limited commercial facilities, elementary schools, some small offices and as direct access within industrial parks. Collector streets also carry heavy traffic to major commercial and industrial facilities from arterial streets. Uses would include office parks, industrial parks, and community level commercial facilities.
Arterial Major Minor	The main function of an arterial is to carry traffic from one urban area to another. The arterial streets serve the major activity centers of urbanized areas. An arterial street is used for longer urban trips and carries a high portion of the total traffic with a minimum of mileage.

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B. Street Design

1. *In-General* – Streets shall be designed with due regard to topography, with due consideration of the abutting uses, and the anticipated destination of traffic and traffic volumes at full development of the neighborhood. Where necessary to prevent traffic congestion and to ease the movement of vehicles to and from principal traffic generators, additional right-of-way width or other special design shall be provided. Where topographical conditions make other treatment necessary to secure the best overall design, these standards may be modified by the approving body.
2. *Street Continuity* – The street layout shall provide for the continuation of the collector street system as shown on the Master Thoroughfare Plan. Streets shall provide connection to streets in adjacent subdivisions, but local streets shall be designed so as to discourage use by through traffic and to require the minimum number of streets necessary for convenient and safe access to property.
3. *Curvilinear Streets Encouraged* - The subdivider is encouraged to consider curvilinear, cul-de-sac, and loop street designs where such use would result in a more functional layout and not necessarily adhere to a rigid rectangular gridiron street pattern.
4. *Right-of-way Widths* – Every subdivision plat shall dedicate sufficient right-of-way to comply with the requirements of the Master Thoroughfare Plan. The right-of-way widths shall be designed for the intended use and anticipated traffic volume at optimum development of the area served. Additional right-of-way may be required at street intersections and to provide for left and right turn lanes at high-volume intersections.
5. *Cul-de-sac Lengths* – No street shall be designed as a permanent dead-end street, but shall be designed to incorporate a cul-de-sac which complies with this Section. (O-00-1261 / 12-19-00)
 - a. *Diameter* – A cul-de-sac street shall be provided at the closed end with a minimum property line right-of-way diameter of one hundred feet, and a pavement turn-around with a minimum outside diameter of eighty feet (80'). (O-00-1261 / 12-19-00)
 - b. *Length* – No cul-de-sac street shall exceed six hundred feet (600') in length, unless additional right-of-way width and additional pavement width are provided as required in this Section. Furthermore, no cul-de-sac street shall exceed the maximum length of one-thousand two hundred feet (1,200'). For purpose of this regulation, cul-de-sac length shall be measured along the centerline of the cul-de-sac from the intersecting street right-of-way line to the center point of the cul-de-sac. (O-00-1261 / 12-19-00)
 - c. *Width* – A cul-de-sac street shall have a minimum right-of-way width of fifty feet (50') and a minimum pavement width of thirty-one feet (31'), back-to-back of curb. However, a cul-de-sac street which exceeds six-hundred feet (600') in length shall have a minimum right-of-way width of fifty-six feet (56') and minimum pavement width of thirty-six feet (36'), back-to-back of curb. (O-00-1261 / 12-19-00)
 - d. *Maximum Number of Lots* – The maximum number of single-family lots served on a cul-de-sac street shall be as shown in the following table: (O-00-1261 / 12-19-00)

Maximum SF Residences Served on Cul-de-sac	
District	Max. Number of Lots Served
AG	5
RE	5
R-40	10
R-30	10
R-20	12

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R-15	12
PUD-R	12

- e. *Temporary Turn-Around* – A temporary turn-around is required when a street is temporarily dead-ended and is longer one-hundred and fifty (150) feet, as measured from the intersecting street right-of-way line. The temporary turn-around shall be within a temporary easement and constructed of asphalt or concrete. (O-00-1261 / 12-19-00)
6. *Temporary Dead-End Streets* - Temporary dead-end streets shall have provision for future extension of the street and utilities and, if a temporary cul-de-sac is utilized, a reversionary right to the land abutting the turnaround for excess right-of-way shall be provided.
7. *Stub-outs for Future Extensions* - Permanent dead-end roads shall not be allowed. The street layout shall be extended to the tract boundary to provide for future access into adjoining tracts to assure adequate neighborhood circulation, unless prevented by topography or other physical conditions, or unless, the Planning and Zoning Commission determines that the extension is neither necessary for future development of adjacent tracts. In general, these extensions should be not more than one thousand (1,000) feet apart.
8. *Pavement Required* - All street surfaces within or abutting the proposed subdivision shall be paved, with curbs and gutters installed, and constructed in accordance with the standards and specifications contained elsewhere in this Land Development Code.
9. *Frontage Access Road* - Where a subdivision abuts or contains an existing or proposed collector street or railroad right-of-way or abuts a commercial or industrial land use, the City may require a frontage street approximately parallel to and on each side of such right-of-way to separate through and local traffic, or reverse frontage with screen planting contained in a non-access reservation along the rear property line, deep lots with rear service alleys, or equivalent treatment as may be necessary for adequate protection of residential properties.
10. *Half Streets* - Half streets shall be prohibited, except where essential to the reasonable development of the subdivision in conformity with the other requirements of these regulations, and where the Planning and Zoning Commission finds it will be practicable to require the dedication of the other half when the adjoining land is subdivided, the other half of the street shall be platted within such tract.
11. *Number of Subdivision Entryways* – Every subdivision shall be designed to provide sufficient access into the development to accommodate anticipated traffic demands and to provide for emergency public services using the criteria contained in this Section. (O-01-1280 / 08-08-01)
- a. Where a proposed subdivision, or cul-de-sac street, contains more than twelve (12) lots, the development shall provide for two entryways as follows:
- i. The development shall provide one street entryway and one emergency access easement. The emergency access easement shall be located on an adjacent or opposite side of the subdivision from the main entryway. The widths of the right-of-way and driving surfaces of the street entryway and the emergency access easement shall be in accordance with the standards contained elsewhere in this Land Development Code, or
- ii. The development shall provide two street entryways separated not less than one-hundred feet between the centerlines of the driving surfaces. The widths of the right-of-way and driving surfaces of the two entryways shall be in accordance with the standards contained elsewhere in this Land Development Code, or
- iii. The development shall provide a divided entryway and one emergency access easement. The driving surfaces of the divided entryway shall be separated by a median not less than ten (10) feet in width and provide for one-way traffic. The widths of the right-of-way and driving

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surfaces of the divided entryway shall be in accordance with the standards contained elsewhere in this Land Development Code. The emergency access easement shall be located on an adjacent or opposite side of the subdivision from the main entryway and be constructed in accordance with the standards contained elsewhere in this Land Development Code.

- b. If it is physically impractical or otherwise impossible to provide two entryways or to incorporate an emergency access easement into the development in accordance with the above stated requirements, the following alternative may be considered by the approving body:
 - i. A single pavement width of forty-one (41) feet shall be constructed. Said pavement shall extend back from the intersecting street right-of-way a minimum distance of one-hundred (100') feet. All residences within the subdivision shall contain automatic fire-sprinkler systems.
 - c. If it is physically impractical or otherwise impossible to comply with the above-stated requirements, an alternative design may be submitted to the City Council for consideration. The approving body may approve the alternate design if it finds that the above-state requirements can not be satisfied and that all efforts have been made by the developer to comply with said requirements.
12. *Reverse Curves* - Between reverse curves there shall be a tangent section of centerline not less than one hundred feet (100') long.

C. Intersections

- 1. Streets shall be laid out so as to intersect as nearly as possible at right angles. A proposed intersection of two (2) new streets at an angle of less than seventy-five (75) degrees shall not be acceptable.
- 2. Proposed new intersections along one side of an existing street shall, wherever practicable, coincide with any existing intersections on the opposite side of such street. Not more than two (2) streets shall intersect at any one point unless specifically approved by the City.
- 3. Street jogs with centerline offsets of less than one hundred thirty-five (135) feet shall not be permitted.
- 4. Local streets intersecting a collector street or larger shall have a tangent section of centerline at least fifty (50) feet in length measured from the right-of-way line of the collector street; however, no such tangent is required when the minor street curve has a centerline radius greater than four hundred (400) feet with the center located on the collector street right-of-way line.
- 5. At local street intersections, the property line corner shall be rounded by an arc having a radius of twelve (12) feet. This radius shall be increased when the smallest angle of intersection is less than eighty (80) degrees. At intersections of streets with major and collector streets the property line corners shall be rounded by an arc having a radius of twenty-five (25) feet. The approving body may submit comparable cut-offs or cords in place of rounded corners.
- 6. Where practical, spacing of intersections along collector streets shall be at least 500 feet apart.

D. Easements – Easements for drainage and utility construction, service, and maintenance shall be provided in locations approved by the City and affected utilities according to the following standards:

- 1. Easement for the use of public utilities of not less than seven and one-half (7.5') feet in width shall be provided on each lot and extend along the entire length of the rear property line. Easements shall connect with easements already established on adjoining properties or extend to connect with a public right-of-way. No lot shall be shown with an easement which prevents proper development and full utilization of the lot as a suitable building site for the intended zoning district.

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2. For lots of more than two hundred (200) feet deep, the utility easement shall be not less than sixteen (16) feet wide.
3. The width of any drainage easement shall be determined by the City Engineer or in accordance with the need for drainage improvements established by any drainage study.
4. All utility easements shall be dedicated as utility and/or drainage easements.
5. When an easement is granted for public purposes as a separate instrument, the following statement of restrictions shall be placed in dedication instrument:

Utility Easements

Any public utility, including the City of Colleyville, shall have the right to move and keep moved all or part of any building, fences, shrubs, other growths or improvements which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of the easements shown on the plat; and any public utility, including the City of Colleyville, shall have the right at all times of ingress and egress to and from and upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.

- E. Easements Adjacent to State Highways – When a proposed water or sewer line or drainage facility will be placed adjacent to a public road maintained by the Texas Department of Transportation, a separate specific use easement shall be provided for each utility or drainage facility.
- F. Emergency Access Easements – Emergency access easements shall have a clear unobstructed width to accommodate a pavement section of not less than twenty-four (24) feet in width. The emergency access easement shall connect at each end to a dedicated public street or shall have a suitable size turnaround at the dead-end, and appropriate turning space at inside corners to permit free movement of emergency vehicles. An emergency access easement may be used as a driveway to gain access to parking or loading spaces, but shall not be used for parking. All emergency access gates shall provide for an opening of not less than twenty four (24) feet wide by fourteen (14) feet in height and include a locking and opening mechanism acceptable to the Fire Department. (03-20-07 / O-07-1613)
- G. Alleys – Alleys shall be provided in commercial and industrial districts and at the rear of multifamily residential building sites for adequate circulation. Where approved by the Fire Marshal, an emergency access easement not less than twenty-four feet (24') in width shall be provided for emergency vehicle access in lieu of any alley. Alleys should intersect streets at right angles or radially to curved streets where sharp changes in alignment cannot be avoided. Property line corners shall be cut off fifteen feet (15') on each side to permit safe vehicular movement. Dead-end alleys shall be prohibited except where prior development of land adjoining the subdivision permits no other reasonable design; under such circumstances alleys shall be provided with turnaround or back-around facilities at the dead-end adequate to permit clear maneuvering of sanitation trucks, utility service vehicles and emergency vehicles. Alleys shall be not less than the following widths:
 1. Twenty feet (20') where residential building sites are provided on both sides;
 2. Twenty-two feet (22') wherever residential development abuts commercial or industrial areas;
 3. Twenty-four feet (24') where commercial or industrial development abuts on both sides.
- H. Mutual Access Easements (O-02-1336 / 04-16-02)
 1. *Purpose* – The purpose of this requirement is to provide public access to adjacent properties by reducing the number of driveway cuts and potential traffic accidents on adjacent streets.
 2. *Applicability* – This Section shall be applicable to properties abutting and that may derive access from a Collector Street or Arterial Street as shown on the Master Thoroughfare Plan.

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3. *Requirement* – The City shall require the dedication of a mutual access easement to provide cross access to adjacent properties or shared use of a driveway to conform with the minimum driveway standards contained in Chapter 14 of this Land Development Code.
4. *Easement Dimensions* – Easements for shared driveways shall be 16 feet in width and 35 feet in length, but may vary given the shape of the particular tract. Easements extending across the entire width of the property shall not be less than 24 feet in width.

Section 9.18 Traffic Impact Analysis

When a proposed subdivision plat is estimated to generate more than 1,000 vehicle trips per day, a traffic impact analysis shall be required with the earliest submittal of a plat application. The traffic impact analysis shall be prepared in accordance with the requirements of the Director of Public Services. The purpose of the traffic impact analysis is to determine the need for traffic mitigation measures which may include, but are not limited to, dedication of additional right-of-way, construction of turning lanes, or construction of traffic control facilities. This requirement may be waived when a traffic impact analysis was submitted at the time the current zoning was adopted and the traffic impact analysis is less than one year old. Any mitigating measures required shall be the responsibility of the developer, unless a cost-sharing agreement is approved by the City.

Section 9.19 Sidewalks

- A. General Sidewalk Requirement – Sidewalks shall be constructed prior to completion of any primary structure for all lots that: (1) front on streets required to have sidewalks as shown on the City's *Supplemental Sidewalk System Map*, or; (2) are required as part of a Planned Unit Development or Special use Permit; or, (3) front on a new street dedicated in conjunction with a subdivision plat. The sidewalks shall be constructed adjacent to and within the public street right-of-way and include curb ramps where applicable. Where no public right-of-way exists, the sidewalk shall be located within a public access easement that provides accommodation of the future street right-of-way dedication. When a subdivision is proposed with a masonry or other permanent perimeter screening wall adjacent to a street, the sidewalk shall be constructed by the developer at the same time as the -screening wall. All sidewalks shall conform to the standards and specifications contained in this Land Development Code.

Other than properties zoned as Planned Unit Developments or containing Special Use Permits with specific sidewalk provisions, any variance to the sidewalk construction requirements described above shall be considered by the Planning and Zoning Commission.

1. Appeal to City Council – The decision by the Planning and Zoning Commission shall be final, unless the applicant submits a written notice of appeal within ten (10) days from the date of the action by the Commission to the enforcement official. If an appeal is received within ten (10) days as described above, the enforcement official shall place the applicant's appeal request on the next available agenda for consideration by the City Council.
2. Applicability of Past Appeals to the City Council – All sidewalk appeal requests considered by the Planning and Zoning Commission between March 3, 2009 and December 18, 2012 may appeal the decision of the Planning and Zoning Commission to the City Council subject to the following provisions:
 - a. All appeals allowed by Section 2 must be filed no later than April 18, 2013.
 - b. All appeals allowed by Section 2 shall be sent in writing to the Director of Community Development.

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- B. Trails System Sidewalks – When a proposed sidewalk coincides with the general location of a future sidewalk shown in the most recently approved Colleyville Trails System Plan, the sidewalk shall be constructed in accordance with the design standards for a trails system sidewalk. The standards and specifications for a trails system sidewalk are contained elsewhere in this Land Development Code. The developer shall be required to provide additional street right-of-way dedication or a public access easement of sufficient width to accommodate the trails system sidewalk. Where the trails system sidewalk will be located at the rear or to the side of a lot, such as within a green-belt or similar open space, the developer shall provide sufficient right-of-way or public access easement to accommodate the sidewalk.

Section 9.20 Street Lighting

- A. General Requirements – The developer shall be required to install, at no cost to the City, a street lighting system at all street intersections, at the end of all cul-de-sac streets, and at additional locations in accordance with the criteria contained elsewhere in *Chapter 14 – Engineering Design Standards* of this Land Development Code.

Section 9.21 Amendments to This Chapter

Ord. Number	Date	Subject
O-00-1261	12/19/00	Cul-de sac street lengths
O-00-1261	12/19/00	Lot Drainage and Grading
O-00-1261	12/19/00	Fire Hydrants
O-00-1261	12/19/00	Divided Entryways
O-00-1280	08/08/01	Number of Subdivision Entryways
O-00-1214	12/18/01	Existing Unimproved Street Requirements
O-02-1336	04/16/02	Mutual Access Easements
O-06-1562	02/07/06	General Infrastructure Policy
O-07-1613	03/20/07	Emergency Access Gates
O-09-1712	03/03/09	Amendment to sidewalk regulations – Sections 9.12 and 9.19
O-12-1860	1/8/2013	Amendment to sidewalk regulations adding appeal to City Council

RESOLUTION R-13-3654

**A RESOLUTION APPROVING A REQUEST FOR A WAIVER FROM THE
CONSTRUCTION REQUIREMENTS FOR A SIDEWALK ON LOT 6B,
BLOCK 1, OF THE PLEASANT OAKS ESTATE ADDITION LOCATED AT
800 BEVERLY DRIVE**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF COLLEYVILLE, TEXAS:**

Sec. 1. THAT the sidewalk construction requirement for Lot 6B, Block 1, of
the Pleasant Oaks Estate Addition located at 800 Beverly Drive is
hereby waived.

AND IT IS SO RESOLVED.

PASSED BY A VOTE OF _____ AYES, _____ NAYS, AND _____ ABSTENTIONS
ON THIS THE 16TH DAY OF JULY 2013.

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley
City Secretary

David Kelly
Mayor

RESOLUTION R-13-3655

**A RESOLUTION APPROVING CITY COUNCIL ACTION
UNDER BUSINESS AT THE REGULAR
CITY COUNCIL MEETING OF
JULY 16, 2013**

WHEREAS, City Council has taken action on certain items on the agenda under Business.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT the agenda decisions approved by City Council action under Business this date and not otherwise adopted by Ordinance and/or separate Resolution as follows are hereby adopted:

a. THAT

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____ ABSTENTIONS ON THIS THE 16TH DAY OF JULY 2013.

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley
City Secretary

David Kelly
Mayor